OPEN SYSTEMS® Accounting Software

Resource Manager
User's Manual

2210.RM65

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April 2003, Release 6.5

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**apple **-c**H

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

Resource Manager Overview

To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows 95™, Windows 98®, Windows NT®, Windows 2000®, UNIX®, Linux®, or Novell® NetWare®. OSAS operates on local area network (LAN) systems, across a web server using the OSAS Web application, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

You can install the other applications in any order unless their user's manuals specify otherwise.

Workstation Configuration

Use the Configure Workstation functions to assign colors on a text workstation; define the keys that will execute particular functions and editing commands on a text workstation; define multiple terminals, printers, and graphics devices; and specify default system information.

Installation

After you set up your workstations, you can begin installing other applications on your system. However, some applications will not appear on the Main menu until you create or convert data files.

Company Setup

Use the Company Setup functions to set up company information, create or convert the data files for each application, select options for each application and the interfaces between applications, set up access codes to protect your data from unauthorized access, and set up country codes.

Application Setup

After you have installed applications on your system and created or converted your data files, use the Application Setup functions to create the Period Setup tables. You can also assign tax classes, tax locations, and tax groups; print the Sales Tax Report; and clear accumulated sales tax from tax location records.

Data File Maintenance

Use the Data File Maintenance functions to backup or restore your data files, build application tables, change file size, view file contents, rebuild and verify files, and purge data records.

System File Maintenance

Use the System File Maintenance functions to set up and maintain application installation information, directories, application and favorites menus, inquiry window definitions, global inquiry definitions, help screens, system messages, backup and restore commands, form codes, forms printer definitions, and support information. You can also view the locations of other OSAS users through the User Login Activity function.

EIS Dashboards

The EIS Dashboards menu allows you to view summarized accounting information on convenient screens called *dashboards*. The dashboards show data from many different applications for one or more companies.

Executive Information Summary

The EIS functions allow you to set up various dashboards and fields, recalculate results for various dashboards, maintain files, and print file lists.

Print Manager

Use Print Manager to search reports printed to file for specific information or general inquiries. Print Manager allows you to control printing queues and maintain saved and archived files.

Reports

Use the Reports functions to audit the amount of disk space your data files occupy and to print product suggestions, error logs, and global inquiry window definitions.

Master File Lists

Use the Master File Lists functions to print lists of information that you set up in other Resource Manager functions. These lists are useful if you are planning to make changes, want to add information, or keep a record of information that is on your system.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.

- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

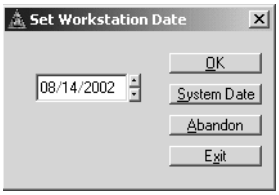
If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).



Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

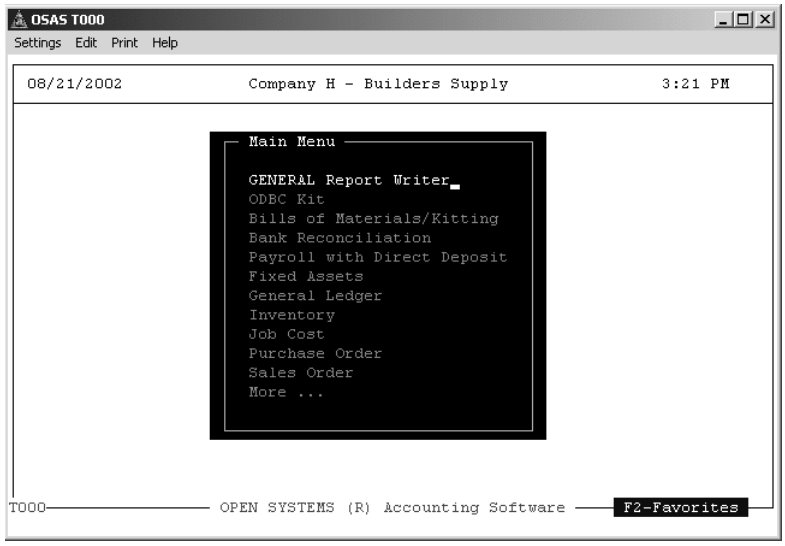
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit** (**F7**) to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	**Esc+H**	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	**Esc+W**	Toggles between the **Favorites** and main menus.
F3 (Change Company)	**Esc+D**	Allows you to switch to a different company.
F4 (Access Code/Other)	**Esc+O**	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-24 for more information on the commands available.
F5 (Live/ Sample Data)	**Esc+X**	Switches between live and sample data.
F6 (Workstation Date)	**Esc+F**	Allows you to change the workstation date.
F7 (Exit)	**Esc+M**	Exits from OSAS.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	**Esc+U**	Allows you to change to a different fiscal year when you are inside the **General Ledger** or **Payroll** menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	**Ctrl+Z**	Pressing this key (or key combination) on the main menu adds the selected application or function to your **Favorites** menu. Pressing this key on the **Favorites** menu removes the selected application or function from the **Favorites** menu.
Shift+F2 (Application Info)	**Esc+I**	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	**Esc+G**	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	**Esc+K**	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

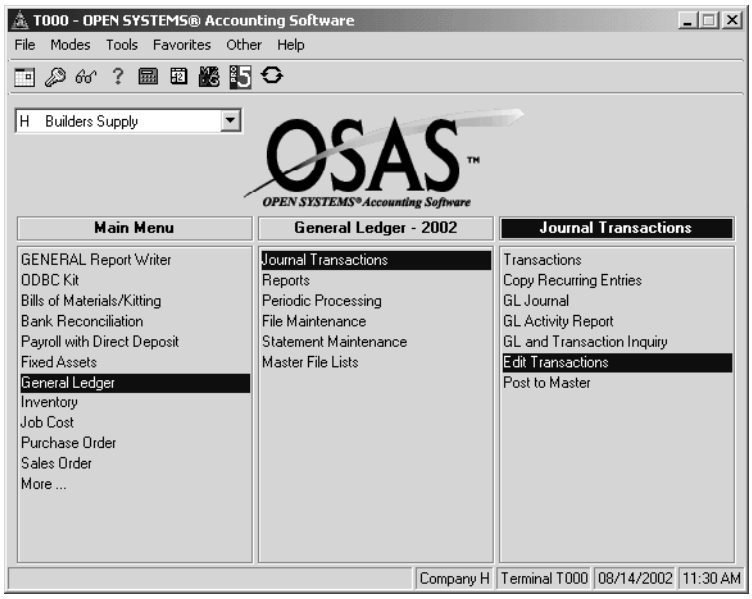
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

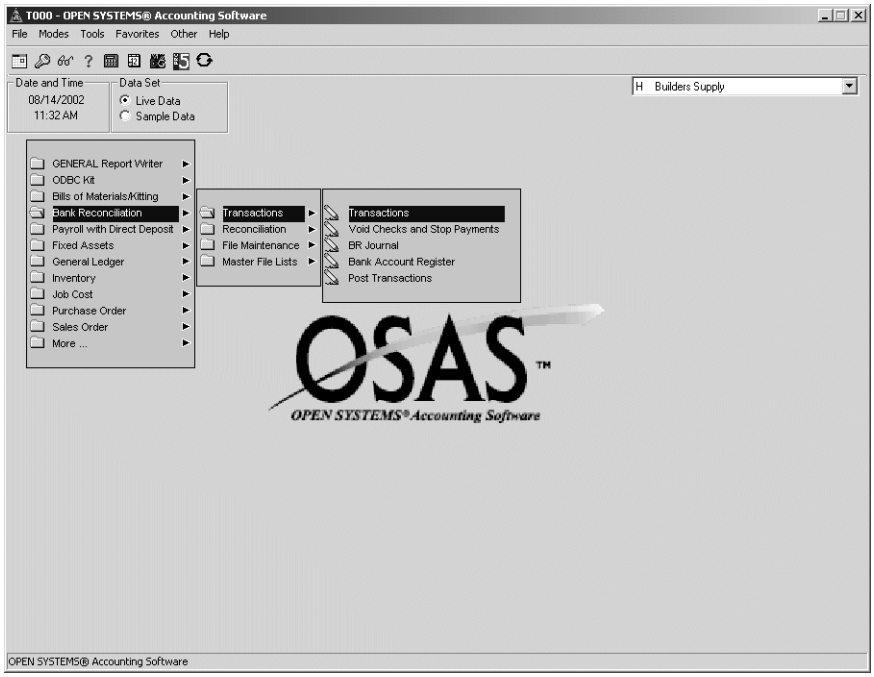
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit** (**F7**).
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit** (**F7**) to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

Main Menu Elements

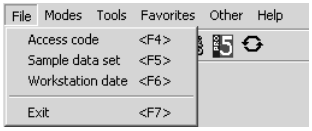
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.



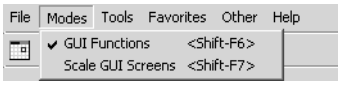
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



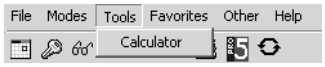
Command	Description
Access Code	Opens the Access Code dialog box. See "Access Codes" on page 1-13 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See "Workstation Dates" on page 1-13 for more information.
Exit	Exits OSAS.

Modes Menu



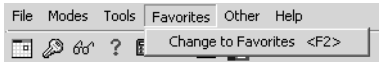
Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu



Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-51 for more information.

Other Commands Menu



Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu



Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.



Button	Description
	Opens the Workstation Date dialog box to change the date. See “Workstation Dates” on page 1-13 for more information.
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-13 for information.
	Displays the **Application Information** dialog box.

Button	Description
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see "Appendix F" in the *Resource Manager User's Manual*.
	Toggles between the **Favorites** and main menus. See "Favorites Menu" on page 1-51 for more information.

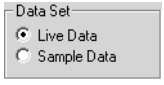
Right-Click Menu



On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

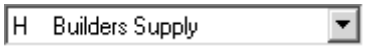
Command	Description
Add to/Remove Favorites (**F10**)	Use the **Add to/Remove Favorites Menu** button to add the desired submenu or function to or from your **Favorites** menu.
Change to Favorites/ Main (**F2**)	Toggles your display menu between the **Favorites** and main menus.
Sample Data/Live Data (**F5**)	Switches between sample and live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (**F1**)	Displays information about the selected function.

Data Set



On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.



You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-30 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append,  View,  Workstation ID,  Header
```

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Ins** flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	**Esc+H**	Opens the help description for the current field.

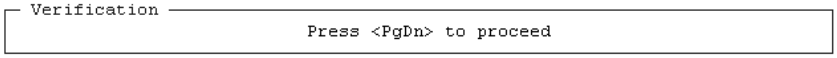
Command Key	Alternate Key	Description
F2 (Inquiry)	**Esc+W**	Opens the Inquiry screen for the current field. This command is available for a field when the **Inquiry** flag appears at the bottom of the screen. See "Inquiry Commands" on page 1-46 for more information.
F3 (Delete)	**Esc+D**	Deletes the current record or line item (when allowed).
F4 (Others)	**Esc+O**	Opens a utility menu similar to the **Other Commands** menu on graphical screens. See "Other Commands Menu" on page 1-24 for more information on the commands available.
F5 (Abandon)	**Esc+X**	Abandon processing or clear all fields.
F6 (Maint)	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maint** flag appears at the bottom of the screen.
F7 (Exit)	**Esc+M**	Exits from the function.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	**Esc+U**	Clears the contents of the current field.
F10 (Delete)	**Ctrl+Z**	Deletes information to the end of the line.
Shift+F2 (Info Menu)	**Esc+I**	Opens an information menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See "Information Menu" on page 1-39 for more information.

Command Key	Alternate Key	Description
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information. In Sales Order, pressing this key combination allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields. In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.
Shift+F4 (Part # Lookup)	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F5 (Item Detail Lookup)	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F6 (Lot Lookup)	**Esc+K**	Uses the lot lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F7 (Serial Number Lookup)	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F8 (Item Descr. Lookup)	**Esc+Q**	Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.

Command Key	Alternate Key	Description
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the **Quick** flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the **Verify** flag appears at the bottom of the screen.

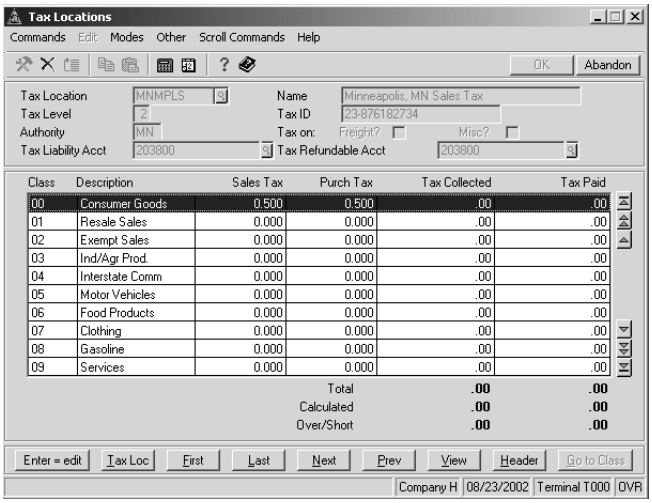
Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.



OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.


Tax Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tax Location MNMPLS
Name Minneapolis, MN Sales Tax
Tax Level 2
Tax ID 23-876182734
Authority MN
Tax on: Freight? Misc?
Tax Liability Acct 203800
Tax Refundable Acct 203800
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 0.500 0.500 .00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Food Products 0.000 0.000 .00 .00
07 Clothing 0.000 0.000 .00 .00
08 Gasoline 0.000 0.000 .00 .00
09 Services 0.000 0.000 .00 .00
Total .00 .00
Calculated .00 .00
Over/Short .00 .00
Enter = edit Tax Loc First Last Next Prev View Header Go to Class
Company H 08/23/2002 Terminal T000 OVR

You can move around the screen in these ways:

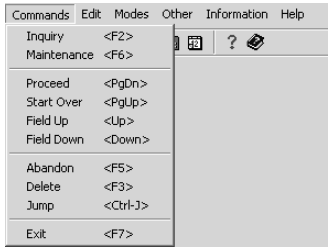
- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

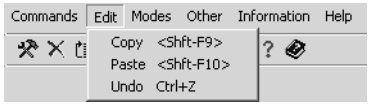
Commands Menu



Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes information on the screen. Since this command deleted an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

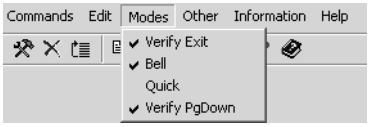
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

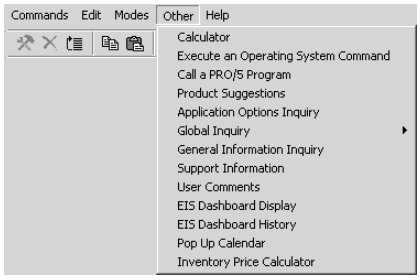
Select the options you want to use.



Command	Description
Verify Exit	When verification is on, you must press a key twice to verify that you want to exit or abandon functions.

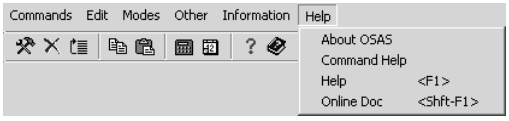
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu



See “Other Commands Menu” on page 1-24 for information on this menu’s commands.

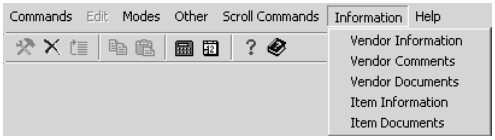
Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.

Command	Description
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

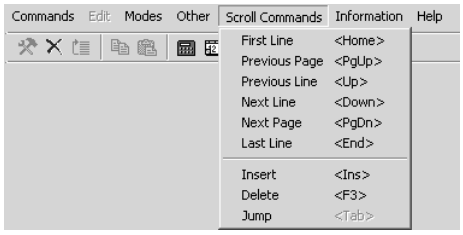
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

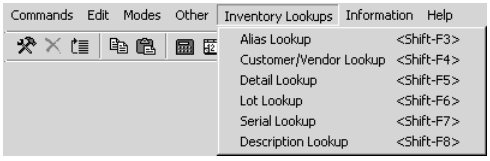
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu



If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Function Screen Toolbar



Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.

Right-Click Menu



The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry



When the Inquiry button appears next to a field on a function screen, you can either click the button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons



When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands

OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help** (**F1**) command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the **xxHELP** file from the distribution media to the /**PROGxx** subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press **F6** to enter the edit screen for the help content before you can press **F3**.
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.

The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between **Search** mode and **Sort** mode.
F7 (Exit)		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only. In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	**Shift+F3**	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	**Shift+F4**	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	**Shift+F5**	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Lot Lookup	**Shift+F6**	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	**Shift+F7**	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	**Shift+F8**	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (**>**) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

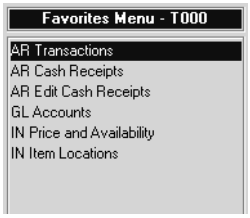
Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the **Insert** flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).

2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.

2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

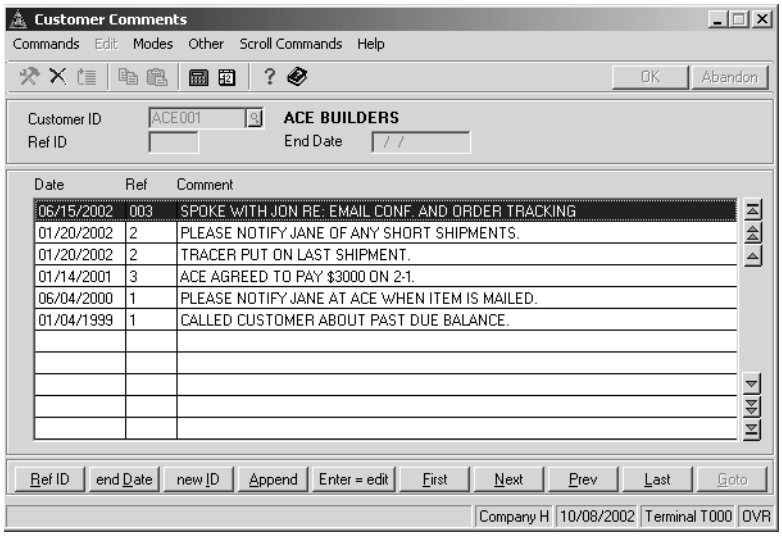
The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.



1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

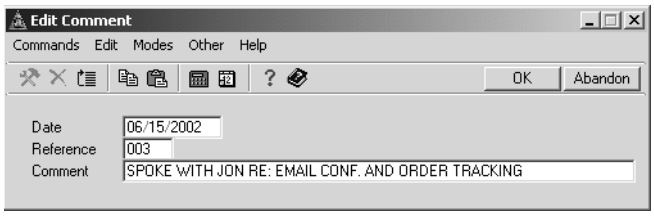
The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **F** to view comments for the first ID on record.
   - Press **N** to view comments for the next ID on record.
   - Press **P** to view or edit comments for the previous ID on record.
   - Press **L** to view or edit comments for the last ID on record.
   - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **History** command.

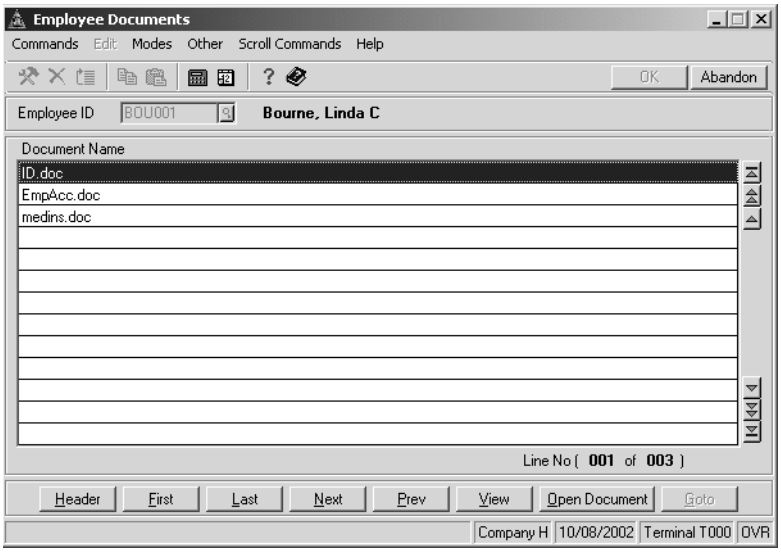
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.


Employee Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Document Name
ID.doc
EmpAcc.doc
medins.doc
Line No (001 of 003)
Header First Last Next Prev View Open Document Goto
Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From**-**Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter the range of information in the **From**-**Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

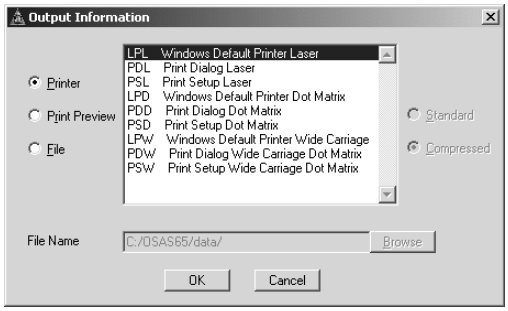
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

```
Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

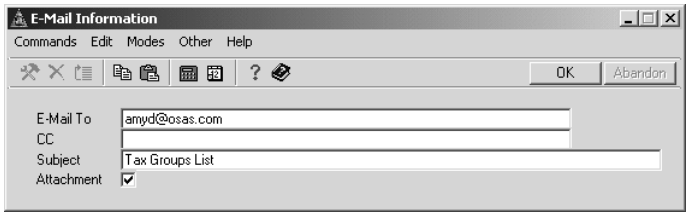
Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.

2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.

4. Enter another address to send the e-mail to as a carbon copy, if necessary.

5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.

7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Workstation Configuration 2

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Keyboard	2-7
Devices	2-9
Defaults	2-25
File Types	2-35

Overview

Use the functions on the **Workstation Configuration** menu to perform the following tasks:

- Use the **Colors** function to select the colors used on text screens.
- Use the **Keyboard** function to change the keys assigned to specific commands.
- Use the **Devices** function to set up the devices you use on your system.
- Use the **Defaults** function to specify the default values that control how OSAS works.
- Use the **File Types** function to enter file associations for the files you attach to master file records. These associations help OSAS launch the appropriate software program and open attached files.

Keep in mind that the selections and entries you make apply only to the workstation on which you are working. Use the **Copy From** and **Copy To** command when they appear to copy settings from one workstation to another.

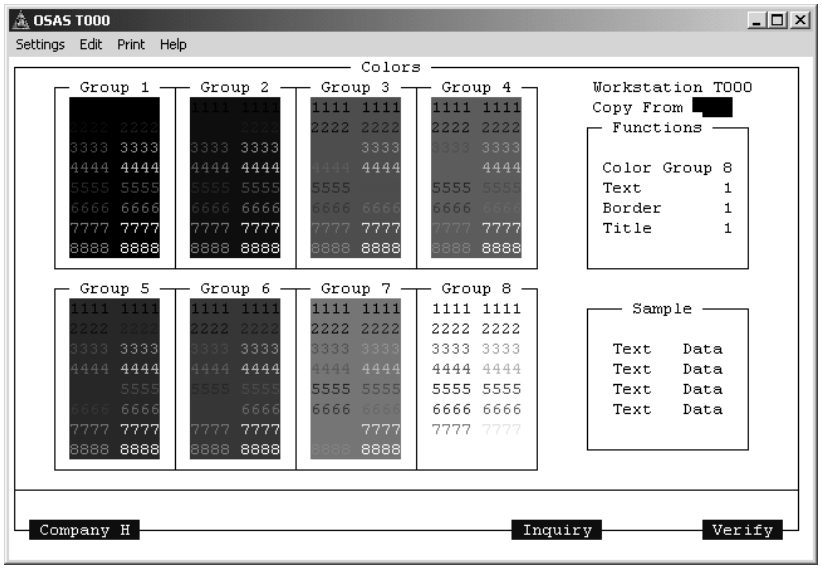
Colors

Use the **Colors** function on the **Workstation Configuration** menu to customize the colors at your workstation for each type of text screen and text window in OSAS. The type of monitor you use determines the color combinations that are available. This function is not available if you are using the graphical mode for function screens.

The colors you choose affect only the character-based OSAS screens. The colors used in graphical mode are based on the default Windows color scheme you use. You need to modify your Windows color scheme if you want to change the properties of OSAS graphical screens.

Follow these steps to change the colors on text screens:

1. Select **Colors** from the **Workstation Configuration** menu. The Colors screen appears.



Available colors are divided into eight groups. The background color in each group represents the screen background while the colored text illustrates how text looks on that background. The muted text on the left represents system prompts; the brighter text on the right illustrates user entries.

The box at the top right (labeled **Functions** in the example screen) contains the current color settings for that type of screen. In the example screen, this box tells you that function screens currently use color group 8 for the background and color 1 for the screen's text, border, and title. You can change color settings for functions, menus, help screens, inquiry screens, information screens, errors, system and verification messages, options, and attention messages.

Inquiry

2. If you have a multiuser system, you can copy color settings from one workstation to another with a similar monitor. To copy the color settings from another workstation, enter the workstation ID in the **Copy From** field and press **Enter**.

3. Press **Tab** to select the screen type for which you want to change color settings.

4. To change the specified screen's background color, enter the color group number. To change the text, border, or title, enter a color number within the selected color group. The **Sample** box shows how the screen appears so that you can view the new settings before you change them.

5. To change the color settings for another screen type, press **Tab** until that screen type appears and repeat step 4.

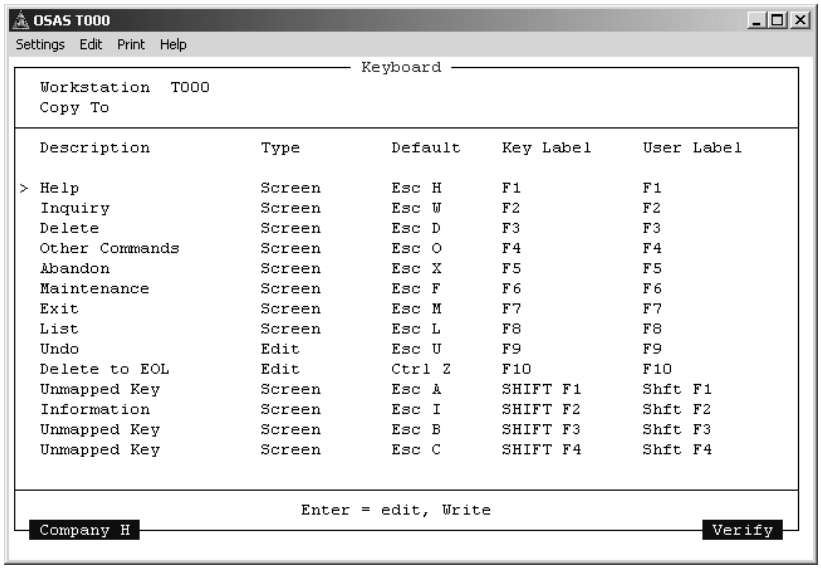
6. Press **PgDn** to save your changes and return to the main menu, or press **F7** to close the screen without changing the color settings.

Keyboard

Use the **Keyboard** function to customize the function and editing keys for text screens on your workstation. You can also use this function to copy a keyboard layout to another workstation or set of workstations. This function is not available if you are using the graphical mode.

Follow these steps to change the keys assigned to commands:

1. Select **Keyboard** from the **Workstation Configuration** menu. The Keyboard screen appears.


OSAS T000
Settings Edit Print Help
Keyboard
Workstation T000
Copy To
Description Type Default Key Label User Label
> Help Screen Esc H F1 F1
Inquiry Screen Esc W F2 F2
Delete Screen Esc D F3 F3
Other Commands Screen Esc O F4 F4
Abandon Screen Esc X F5 F5
Maintenance Screen Esc F F6 F6
Exit Screen Esc M F7 F7
List Screen Esc L F8 F8
Undo Edit Esc U F9 F9
Delete to EOL Edit Ctrl Z F10 F10
Unmapped Key Screen Esc A SHIFT F1 Shft F1
Information Screen Esc I SHIFT F2 Shft F2
Unmapped Key Screen Esc B SHIFT F3 Shft F3
Unmapped Key Screen Esc C SHIFT F4 Shft F4
Enter = edit, Write
Company H
Verify

Inquiry

2. Enter the workstation ID for which you want to edit the keyboard definition.

Inquiry

3. The **Copy From** field appears if you enter a new workstation ID. If you want to copy the keyboard definition from another workstation, enter the workstation ID.

4. If you have a multiuser system, you can save time when you set up workstations with similar keyboards by copying a keyboard definition to other workstations.

Inquiry

Enter the workstation ID to which you want to copy the current keyboard definition in the **Copy To** field and press **Enter**. To copy the keyboard definitions to all workstations, enter ***ALL** and press **Enter**. If you are changing key functions on your workstation only, press **Enter** to skip this field.

5. The command description, type (**Screen** or **Edit**), default control character or escape sequence, key label, and user label for each command appear in the list. To change a key definition, select the command for the definition you want to edit and press **Enter**.

6. An asterisk appears next to the key you are changing. To change the key assigned to the command, press the key you want to use. The cursor moves to the **User Label** field and the label of the key you pressed appears.

   You cannot reassign a key if that key is already in use for another command. For example, if you want to assign the **Delete** command to the **F6** key, you first need to change the key assigned to the **Maintenance** command, then assign **F6** to the **Delete** command.

7. To change the key's description, enter the user label you want to appear when you are prompted for a command response in the **User Label** field and press **Enter**. Press **Enter** if you do not want to change the default entry.

8. To change the definition for another key, use the arrow keys to select the command you want to change and press **Enter**, then repeat steps 6 and 7.

9. Press **W** to write your changes to the keyboard definition file and return to the main menu. To close the screen without saving, press **F7** and enter **N** if the system prompts you to write changes.

Devices

Use the **Devices** function to set up the terminals, printers, Windows graphic devices, and other graphics devices (such as plotters) you use on your system. If you have a multiuser system, you can also specify whether a device is local (used by only one workstation) or shared by all workstations.

The Configuration Backup dialog box appears when you access the function before you're allowed to make any changes to device settings.



To save a backup copy of your current settings, enter a new file name (such as **802cnfig.bak**). If you don't need a backup copy, leave the file name as is—the system erases the old file and overwrites it with your new settings when you make changes.

Screens

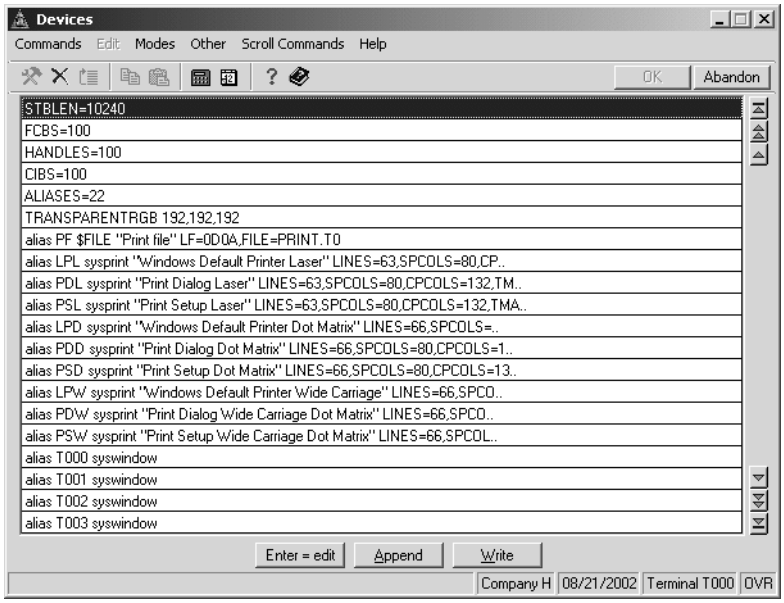
The **Devices** function uses several different screens to capture data about the devices you use. The screen that appears depends on the type of device you are adding or editing.

Screen	Page	Description
Devices	2-10	Use the Devices screen to set up the configuration for each workstation in your system.
Devices - Printers	2-12	Use to set up the printer configuration for the system.

Screen	Page	Description
Devices - Terminals	2-19	Use to set up the terminal or workstation configuration for the system.
Devices - Plotters	2-22	Use to set up plotters for the system.
Devices - Other	2-24	Use to add other types of devices (such as Windows graphical devices) to the system.

Devices Screen

After you specify the devices file name, the Devices screen appears and lists information about the devices set up on your system.


Devices
Commands Edit Modes Other Scroll Commands Help
OK Abandon
STBLEN=10240
FCBS=100
HANDLES=100
CIBS=100
ALIASES=22
TRANSPARENTRGB 192,192,192
alias PF $FILE "Print file" LF=0D0A,FILE=PRINT.T0
alias LPL sysprint "Windows Default Printer Laser" LINES=63,SPCOLS=80,CP..
alias PDL sysprint "Print Dialog Laser" LINES=63,SPCOLS=80,CPCOLS=132,TM..
alias PSL sysprint "Print Setup Laser" LINES=63,SPCOLS=80,CPCOLS=132,TMA..
alias LPD sysprint "Windows Default Printer Dot Matrix" LINES=66,SPCOLS=..
alias PDD sysprint "Print Dialog Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=1..
alias PSD sysprint "Print Setup Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=13..
alias LPW sysprint "Windows Default Printer Wide Carriage" LINES=66,SPCO..
alias PDW sysprint "Print Dialog Wide Carriage Dot Matrix" LINES=66,SPCO..
alias PSW sysprint "Print Setup Wide Carriage Dot Matrix" LINES=66,SPCOL..
alias T000 syswindow
alias T001 syswindow
alias T002 syswindow
alias T003 syswindow
Enter = edit
Append
Write
Company H
08/21/2002
Terminal T000
OVR

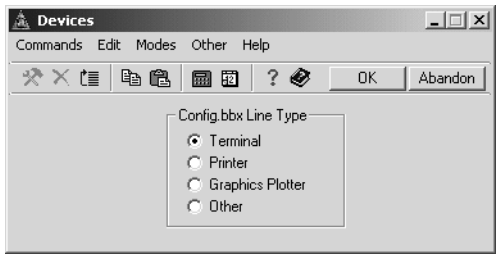
Use this screen to edit a line in the devices file, add a new device to the system, or write your changes to the devices file.

Edit a Device Line

To edit a line in the devices file, select the line you want to edit and press **Enter**. The appropriate screen for that device appears where you can make changes to the device information. See the corresponding screen description for more details.

Add a New Device

To add a new device to the system, click **Add** or press **A**. The following screen appears.



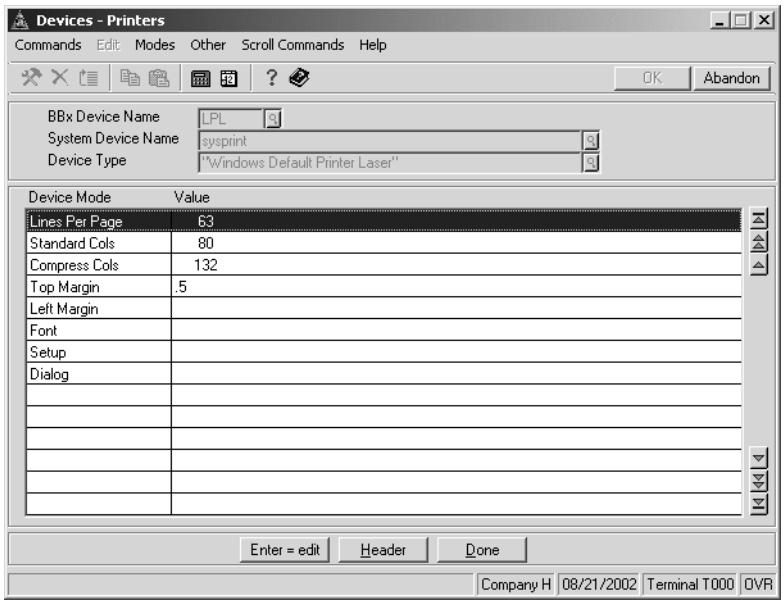
Select the type of device you want to add and click **OK** or press **Enter**. The appropriate screen for that device appears where you can enter information about the device you are adding. See the corresponding screen description for more details.

Write Device Information to a File

To write your changes to the devices file, press **W**. To exit the function without saving any changes, press **F7**.

Devices - Printers Screen

The Devices - Printers screen appears when you add a printer or edit a printer line in the devices file.



Select a command to edit a line, return to the header section, or return to the devices screen:

- Press **Enter** to edit the selected line.
- Click **Header** or press **H** to enter a new system device name.
- Click **Done** or press **D** to return to the Devices screen.

Field Definitions

When you add or edit a printer, you must specify the BBx device name, the system device name, and the type of device in the screen's header section.

	Field Name	Description
Inquiry	**BBx Device Name**	Enter the device name.
Inquiry	**Copy From**	This field appears if you enter a new device name. Enter the name of the device whose settings you want to copy.
Inquiry	**System Device Name**	Enter the system device name. Use the **/dev/prn**, **/dev/lptx** and **/dev/comx** device names for printers attached directly to your workstation or captured in Windows 95/98 environments, and all printers in UNIX and Linux environments. Use the **LPTx** device name for printers attached directly to your machine in Windows NT and 2000 environments. Use the **sysprint** device name for printers accessed through the Windows Print Manager in any Windows environment.
Inquiry	**Device Type**	Select the device type from the inquiry window.

Depending on the type of printer you selected, Resource Manager lists these options for regular printers and sysprint devices (the options are listed in alphabetical order to help you more quickly locate the appropriate explanation):

Command	Description
Backspace	If the printer supports an ASCII backspace code, enter **YES** to use the hexadecimal code **08**, or enter a different hexadecimal code to perform a backspace. If the printer does not have backspace capability, enter **NO**.
Carriage Return	If the printer supports the ASCII carriage return code, enter **YES** to use the hexadecimal code **0D**, or enter a different hexadecimal code to perform a carriage return. If the printer does not have this capability, enter **NO**.
Compress Print	Enter the hexadecimal code for compressed print (about 17.6 characters per inch).
Compress Cols	Enter the number of columns that can be printed on one line in compressed printer mode.
Dialog	If you use Windows, select the box (or enter **YES** in text mode) if you want to open a dialog box that lets you select a printer. Clear the box (or enter **NO** in text mode) if you want to print to the Windows default printer.
Expanded On	Enter the hexadecimal code that turns on expanded print mode.
Expanded Off	Enter the hexadecimal code that turns off expanded print mode.
Expanded Cols	Enter the number of columns that can be printed in expanded print mode.
Expanded Lines	Enter the number of lines of expanded print that fit on a page.

Command	Description
Form Feed	Enter the hexadecimal code that makes the printer skip to the top of the next page.
Font	Enter the font in which you want your reports printed. For sysprint devices, enter the name of the TrueType® font you want to use—for example, **Courier**. You can leave this field blank to use the default font.
Left Margin	Enter the amount of offset you want for the left margin. For sysprint devices, the default is blank. If you change the default setting, the new setting overrides the Windows default.
Line Feed	Enter the hexadecimal code that makes the printer move to the next line without a carriage return.
Lines Per Page	Enter the maximum number of lines you can print per page
Lock File	If your system has a printer locking mechanism or if you have a single-user system, skip this field. If your system does not have a printer locking mechanism, enter the name of a file that is created on the disk when the printer is being used.
Initialization	Enter an operating system command that the system executes before a job is sent to the printer.
Setup	If you use Windows, select the box (or enter **YES** in text mode) to open a dialog box when you print your reports to select the amount of copies per page, printer choices, print formats, and page layout (the options available depend on your printer driver). Clear the box (or enter **NO** in text mode) to make the print jobs use default Windows printer settings.

Command	Description
Slave On	Slave printers are attached to one terminal and can be used from other workstations on the system. (This feature is not available with some operating systems.) To communicate with slave printers, the system may need to send hexadecimal codes before and after the text. Enter the hexadecimal codes to be sent to the printer before the text.
Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
Standard Print	Enter the hexadecimal code for standard print (10 characters per inch).
Standard Cols	Enter the number of columns that can be printed in standard print mode.
Termination	Enter the commands to reset the device when the print job is finished.
Timeout	Enter the number of seconds the system waits for a device to become available before displaying an error message.
Top Margin	Enter the amount of offset you want for the top margin. For sysprint devices, the size appears in decimals. If you change the default setting, the new setting overrides the Windows default.
Printer On	Enter the codes that initialize the printer before a print job.
Printer Off	Enter the codes that reset the printer when the print job is finished.

Command	Description
Print File	If you entered the system device name **$FILE**, you must enter the name of the default file for output to the disk.

Sysprint Defaults

When you install Resource Manager in a Windows environment, several default sysprint devices are created:

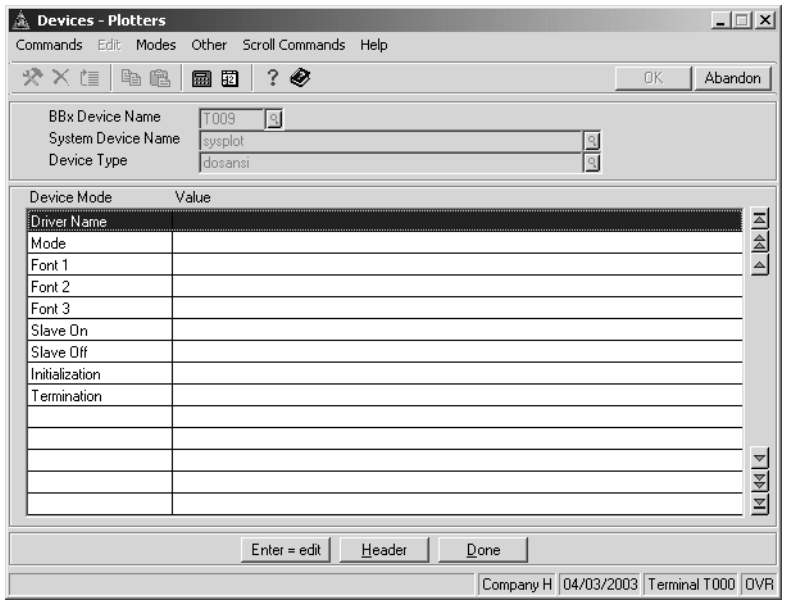
Device	Default Settings
Windows Default Printer Laser (LPL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Laser (PDL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Laser (PSL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].
Windows Default Printer Dot Matrix (LPD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Dot Matrix (PDD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Dot Matrix (PSD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].

If you are using a wide-carriage printer, use the **Print Setup** function in Windows to set up the paper size. Select a paper size of 14-7/8 inches x 11 inches (use the US SF information in the Windows Print Manager). Due to a Windows limitation, you must set this printer as the default printer at Windows level to default to the US SF paper size when printing. If you do not make your wide-carriage printer your default printer, you must change the paper size to US SF each time you print to your wide-carriage printer.

Device	Default Settings
Windows Default Printer Wide Carriage (LPW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Wide Carriage Dot Matrix (PDW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Wide Carriage Dot Matrix (PSW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].

Devices - Terminals Screen

The Devices - Terminals screen appears when you add a terminal or edit a terminal line in the devices file.



Select a command to edit a line, return to the header section, or return to the devices screen:

- Press **Enter** to edit the selected line.
- Click **Header** or press **H** to enter a new system device name.
- Click **Done** or press **D** to return to the Devices screen.

Field Definitions

When you add or edit a terminal, enter this information in the header section:

	Field Name	Description
Inquiry	**BBx Device Name**	Enter the device name. This is the terminal ID assigned to the workstation for identification purposes.
Inquiry	**Copy From**	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
Inquiry	**System Device Name**	Enter the system device name (use **sysprint** to set up a Windows graphical workstation).
Inquiry	**Device Type**	Select the device type from the inquiry window.

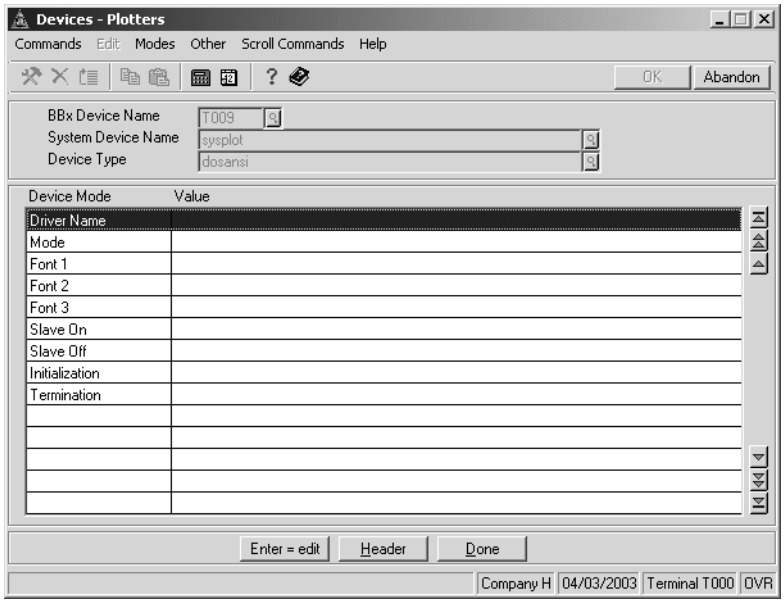
Depending on the type of terminal you are adding, Resource Manager has these options available:

Field Name	Description
Driver Name	If you select **doscon** as the device type, enter the name of the device driver file.
DMA	If you select **doscon** as the device type, select the box (or enter **Y** in text mode) for a terminal that supports direct memory addressing (DMA). Clear the box (or enter **N** in text mode) for a terminal that does not support it.
Mode	If you select **doscon** as the device type, refer to the terminal manual to find out which modes it supports. If you want to change the mode of your terminal when you start OSAS, enter the mode number.

Field Name	Description
Keystart	If your terminal has function keys assigned to entry functions (for example, the termcap ‘k0’ entry is assigned to function key 10), select the box (or enter **Y** in text mode); if it does not, clear the box (or enter **N** in text mode).
Keywait	Enter the number of seconds the terminal should wait before processing a group of characters.
Initialization	Enter an operating system command that the system executes before using the terminal.
Termination	Enter an operating system command to reset the terminal when the job is finished.

Devices - Plotters Screen

The Devices - Plotters screen appears when you add a plotter or edit a plotter line in the devices file.



Select a command to edit a line, return to the header section, or return to the devices screen:

- Press **Enter** to edit the selected line.
- Click **Header** or press **H** to enter a new system device name.
- Click **Done** or press **D** to return to the Devices screen.

Field Definitions

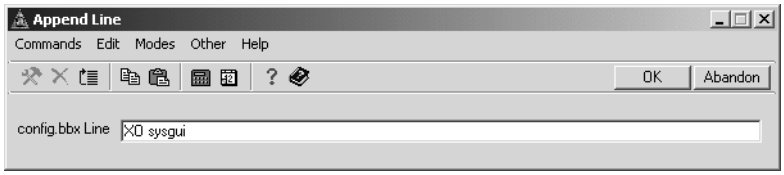
Field Name	Description
BBx Device Name	Enter the device name.

Inquiry

	Field Name	Description
Inquiry	**Copy From**	This field appears if you enter a new device name. Enter the name of the device whose settings you want to copy.
Inquiry	**System Device Name**	Enter the system device name.
Inquiry	**Device Type**	Select the device type from the inquiry window.
	Driver Name	Enter the name of the device driver.
	Mode	If your graphics device supports multiple modes of operation, enter a mode number.
	Font1/Font2/Font3	Enter the names of one to three files that contain fonts the device can use. **Font1** is the default.
	Slave On	Enter the hexadecimal codes to be sent to the plotter before the text for the graphics device.
	Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
	Initialization	Enter an operating system command that the system executes before a job is sent to the plotter.
	Termination	Enter the commands to reset the device when the plotting job is finished.

Devices - Append Line/Other Screen

The Devices - Append Line/Other screen appears when you add an alternate device line or edit one of these lines in the devices file.



Enter a manual line to be added to the configuration file to control another device. For example, to set up one of the graphical devices (X0) required to use the Windows graphical mode, enter the following:

X0 sysgui

To save your entry and return to the Devices screen, click **OK** or press **Enter**.

Defaults

Use the **Defaults** function to activate or deactivate toggled commands, select options for the OSAS graphical mode, select default values for common fields and for system functionality, and specify directories for print files, sort files, and your .PDF viewer, web browser, and e-mail software.

The Defaults screen is a two-part screen. The first screen contains default values for toggle commands, the OSAS graphical mode, fields, and the bitmapped image used on the Start-style main menu. The second stores directory paths for print and sort files and your .PDF viewer, web browser, and e-mail software; and the e-mail address to insert in the **From** field when you send e-mails with OSAS.

Note

Some of the defaults you set using this function override any equivalent defaults specified using the Company Setup functions.

Launching Your Web Browser or E-mail Software

When you enter an internet or e-mail address field anywhere in an OSAS application, you can automatically launch your web browser or e-mail software if you entered paths to these applications in the **Defaults** function. Launch these applications using one of these methods:

- On graphical screens, use the right-click menu to select the appropriate command.
- On graphical screens, select the command from the **Commands** menu.
- Press **Shift+F3**.

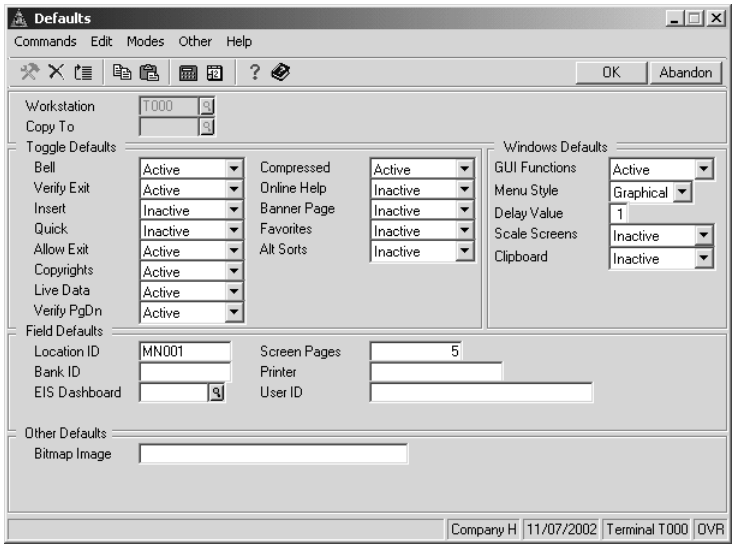
If you are on a Windows workstation and have not entered default paths to these applications, OSAS uses the default Windows **start** command to launch the appropriate application. See page 2-35 for more information on this command.

Note

OSAS uses TCP/IP protocol to send e-mail messages. When it experiences problems using TCP/IP, OSAS uses a backup executable on Windows machines or a Perl script on UNIX machines to send e-mail. If you have problems sending e-mail through OSAS on UNIX machines, download Perl at www.Perl.org.

Defaults Screen - Screen One

Select **Defaults** from the **Workstation Configuration** menu. The first Defaults screen appears.



Select or enter the values you want to use for the options listed. See the field definitions for more information on a specific field.

To proceed to the second screen, press **Enter** in the **Bitmap Image** field, then press **PgDn**. Press **PgUp** to return to this screen. Your changes are not saved until you use the **Proceed** (**OK**) command on the second screen.

Field Definitions

	Field Name	Description
Inquiry	**Workstation**	Enter the workstation ID.
Inquiry	**Copy From**	This field appears if you enter a new workstation ID. Enter the ID of the workstation from which you want to copy the default settings.
Inquiry	**Copy To**	Enter the workstation ID to which you want to copy these default settings, or enter ***ALL** to copy the default settings to all workstations.
	Bell	If you want the computer to beep during verification of commands such as **Exit** (**F7**), **Abandon** (**F5**), and **Proceed** (**OK**), enter **A**; if not, enter **I**.
	Verify Exit	If you want to confirm the **Exit** (**F7**) and **Abandon** (**F5**) commands by issuing the commands a second time, enter **A**; if not, enter **I**.
	Insert	If you want the character you type to appear before (to the left of) the cursor by default, enter **A**. If you want the character you type to replace the one the cursor is on, enter **I**.
	Quick	In some applications, quick entry lets you skip nonessential fields on a screen. If you want the cursor to stop only at fields that require new data, enter **A**. If you need to change a nonessential field when quick entry is active, use the up-arrow key to move back to the field after you pass it (or click on the field in graphical mode). If you want the cursor to stop at every field you can change on the screen, enter **I** (the normal mode).

Field Name	Description
Allow Exit	If you want to exit from OSAS and run other programs, enter **A** (the normal setting). If you want to prevent exiting from OSAS, enter **I**.
Copyrights	If you want the copyrights of OSAS to appear on your workstation each time you start OSAS in text mode, enter **A**; if not, enter **I**. (You can view copyrights in graphical mode by using the **About** command on the **Help** pull-down menu.)
Live Data	If you want to use OSAS with live data files, enter **A** (the normal setting). You can still toggle to the sample data path by pressing **F5** on the main menu. If you want use OSAS with sample data only, enter **I** (the demo setting).
Verify PgDn	If you want to confirm the **Proceed** (**OK**) command by issuing the command a second time, enter **A**; if not, enter **I**.
Compressed	If you want to be able to select compressed screen printing in text mode, enter **A**. If you use graphical mode only, never use compressed print for screen printing, or if your workstation does not support it, enter **I**.
Online Help	If you want the function keys and the functions they represent to appear at the bottom of the screen in text mode, enter **A**; if not, enter **I**.
Banner Page	If you want to print a banner page that shows the pick screen of each report, enter **A**; if not, enter **I**.
Favorites	If you want to start OSAS using the **Favorites** menu, enter **A**; if you want to start OSAS using the main menu, enter **I**.

Field Name	Description
Alt Sorts	If you want to begin in **Sort** mode when using an Inquiry window, enter **A**; if you want to begin in **Search** mode, enter **I**.

Note

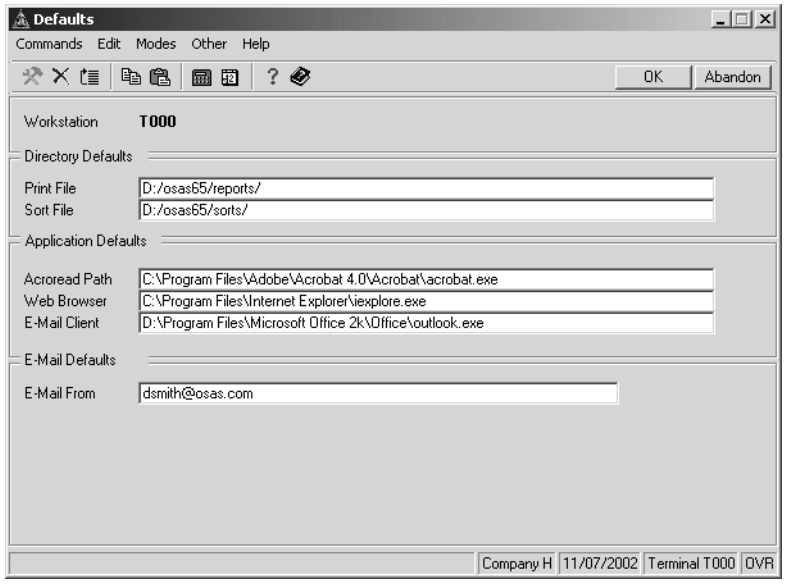
The next five options are available only on Windows workstations.

Field Name	Description
GUI Functions	If you want to use Windows graphical screens, enter **A**. If you want to use the text screens, enter **I**. You can change modes at the menu by pressing **Shift+F6**.
Menu Style	Enter one of these options for the type of menu you want to use on this workstation: **T** = text menu **G** = graphical (panelled) menu **S** = start-style graphical menu
Delay Value	If you chose the Start-style graphical menu, the delay value is used to regulate how quickly the menu responds to mouse movements. The default delay value is **1**, but you can increase this value (1-9) if your menu behaves erratically.
Scale Screens	If you want to scale the dimensions of the OSAS screens to nearly full-screen size by default, regardless of your monitor's resolution, enter **A**. If you want the screen to resize according to your monitor's resolution, enter **I** (the normal setting).

	Field Name	Description
	Clipboard	If you want the OSAS copy and paste commands to use the windows clipboard, making the information available for use in other applications, enter **A**. If you want the copied data to remain local to OSAS, enter **I** (the normal setting). This setting applies to copying in graphical mode only.
Inquiry	**Location ID**	Enter the ID of the default location for the workstation.
	Bank ID	Enter the ID of the bank that is the default for the workstation.
Inquiry	**EIS Dashboard**	Enter the default EIS Dashboard for the workstation.
	Screen Pages	Enter the maximum number of pages you want to store in memory for a report that you print to the screen in text mode. The system default is five screen pages.
	Printer	Enter the BBx device name of the default printer, such as **LPL, LP** or **P0**.
	User ID	Enter a user ID that you want to associate with the terminal ID. The user ID can be used as another identifier when adding forms printers and pop-up calendar reminders.
	Bitmap Image	Enter the name of a bitmapped image to use as a background for your start-style graphical menu. If you do not specify a bitmap name, the system uses the default **OSAS.BMP** file, which is installed with Resource Manager.

Defaults Screen - Screen Two

The second Defaults screen appears when you press **Enter** in the **Bitmap Image** field and then press **PgDn**. Press **PgUp** to return to the first Defaults screen. Your changes are not saved until you use the **Proceed** (**OK**) command on this screen.



Enter the full path and application extension (when applicable) for each directory listed, then enter your e-mail address in the **E-Mail From** field. Refer to the field definitions for more information on a specific field.

Use the **Proceed** (**OK**) command to save your changes and return to the **Workstation Configuration** menu.

Field Definitions

Field Name	Description
Print File	Enter the subdirectory where you want the reports you print to a file to be stored.
Sort File	Enter the subdirectory where you want sort files created by OSAS to be stored.
Acroread Path	If you want to access the online documentation using the **Shift+F1** function key, enter the full path and file name of the Adobe® Acrobat® Reader (or a comparable program capable of reading and displaying .PDF documents). If you don't want to access the online documentation files, if your terminal does not support graphical display, or if you don't have a compatible reader, leave this field blank. The Adobe Acrobat Reader is a freeware product available for many operating systems. If you have an OSAS CD-ROM, you can install the Adobe Acrobat Reader for Windows from the Autorun screen on the CD.
Web Browser	If you want to launch your web browser from within an internet address field anywhere in OSAS using either the right-click menu, the **Commands** menu, or the **Shift+F3** function key, enter the full path and file name of your web browser. If you leave this field blank on Windows workstations, OSAS uses the default Windows **start** command to launch your web browser. See "File Types" on page 2-35 for more information on the **start** command.

E-Mail Client

If you want to launch your e-mail software from within an internet address field anywhere in OSAS using either the right-click menu, the **Commands** menu, or the **Shift+F3** function key, enter the full path and file name of your e-mail software.

If you leave this field blank on Windows workstations, OSAS uses the default Windows **start** command to launch your e-mail software. See "File Types" on page 2-35 for more information on the **start** command.

E-Mail From

OSAS uses the e-mail address you enter here first when creating e-mail messages. If that field is blank, OSAS then uses the address entered in the **E-Mail From** field in the System File Maintenance **E-Mail Setup** function (page 6-57).

Enter the e-mail address you want placed in the **From** field of e-mail messages you send using OSAS. Leave this field blank if you want to use the e-mail address entered in the **E-Mail Setup** function.

File Types

Use the **File Types** function to set up associations for various types of files. These associations help OSAS open the appropriate software program to view files and give you the ability to attach documents (spreadsheets, word processing documents, images, and so on) to master file records. Once you have set up file types and associations in Resource Manager, use the **Documents** command when it appears on File Maintenance function screens to attach documents to master file records.

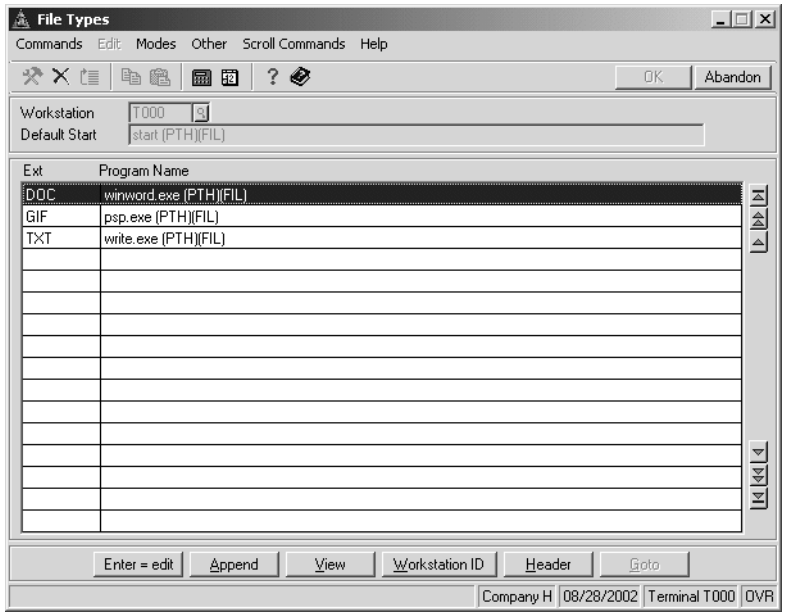
On Windows workstations, OSAS uses the Windows **start** command to launch the appropriate program for a given file type. Since Linux/UNIX machines lack a similar command, you need to write a script to call and launch the program for a corresponding file type, then specify that script name in the **Default Start** and **Program Name** field on the File Types screen for these workstations.

When OSAS launches a program to view an attached file, it uses two variables to identify the file so that the program can open it: **(PTH)** and **(FIL)**. The **(PTH)** variable contains the attached document's file path while the **(FIL)** variable contains the document's file name. The values for these variables are taken from the information you enter when you attach a document to a master file record. In order for information to be passed correctly between OSAS and your other software programs to view attached files, you must enter the **(PTH)** and **(FIL)** variables after program or script names in the **Default Start** and **Program Name** fields on the File Types screen.

The File Types screen is divided into two sections. You must use the top header section to specify the workstation to which the file types apply and to enter the default **start** command or UNIX script location and name. However, you do not need to set up file types in the bottom section of the screen if you or your users use only the programs corresponding to the default file associations set up in Windows or in the UNIX script mentioned above. You only need to enter file types if you or a user uses an alternate program for these file extensions (for example, if you use Wordpad instead of Word to open files with a .DOC extension or if you use a .PDF viewer other than Adobe Acrobat Reader).

Follow these steps to set up file types:

1. Select **File Types** from the **Workstation Configuration** menu. The File Types screen appears.


File Types
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Workstation T000
Default Start start (PTH)(FIL)
Ext Program Name
DOC winword.exe (PTH)(FIL)
GIF psp.exe (PTH)(FIL)
TXT write.exe (PTH)(FIL)
Enter = edit Append View Workstation ID Header Goto
Company H 08/28/2002 Terminal T000 OVR

Inquiry

2. Select the workstation ID.

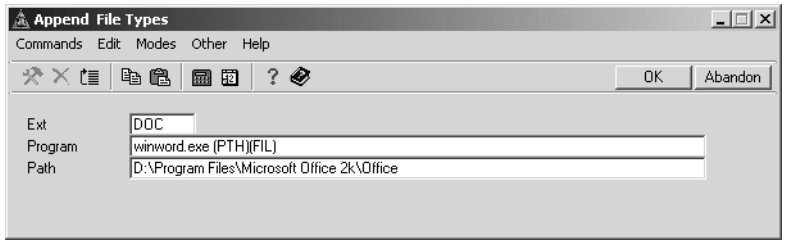
3. In the **Default Start** field, enter **start** or the full path and script name followed by **(PTH)(FIL)**.

   An example of this entry for Linux/UNIX machines is the following:

   /usr/bin/runpgms (PTH)(FIL)

4. Press **Enter** to exit the header.

5. If you have not defined any file types, the Append File Types dialog box appears.



   Enter the file extension, application file name followed by **(PTH)(FIL)**, and the full file path to the application. Use the **Proceed** (**OK**) command to save your changes.

6. To add another file type, click **Append** or press **A**.

7. To edit a file type entry, select the entry to edit and press **Enter**. Edit the program name and path in the Edit File Type dialog box, then use the **Proceed** (**OK**) command to save your changes and return to the File Types screen.

8. When you finish adding or editing file type entries, use the **Exit** (**F7**) command to return to the main menu.

Company Setup 3

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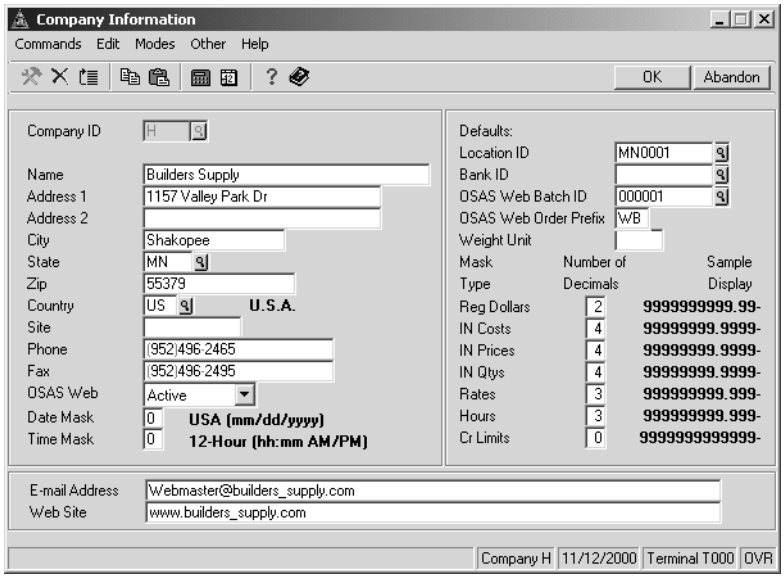
Company Information

Use the **Company Information** function on the **Company Setup** menu to perform these tasks:

- Add and remove companies.
- Change the name, address, and phone and fax numbers for a company.
- Activate the company's files for use with the OSAS Web application.
- Select the date and time format for a company's reports and screens.
- Set a company's location, bank ID, and OSAS Web batch ID defaults.
- Set the user-defined unit of weight and masks for numeric values.
- Change the company's web site or e-mail addresses.

The numeric masks you set up in this function are used in most of the OSAS applications. By entering the number of decimals you want for each mask type, you define the way they appear in other applications. Note, however, that some applications have fields that override the numeric masks you assign in this function.

Company Information Screen



Field Definitions

	Field Name	Description
Inquiry	**Company ID**	The ID of the company you selected at the menu appears. Accept it or enter a different company ID, using one to three numbers and/or uppercase letters. You can use the **Delete** (**F3**) command to delete a company from the system only if there are no data files for it.
Inquiry	**Copy From**	This field appears if you entered a new company ID. Enter the ID of the company from which you want to copy data.
	Name	Enter the company's name.

	Field Name	Description
	Address 1/Address 2	Enter the company's street address on one or both lines.
	City	Enter the company's city.
Inquiry	**State**	Enter the company's state.
	Zip	Enter the company's zip code.
Inquiry	**Country**	Enter the company's country code. The country code you enter also controls the defaults for the country code in other OSAS applications and the default phone number mask.
	Site	Enter the company's OSAS site number for reference.
	Phone	Enter the company's phone number using the mask that appears.
	Fax	Enter the company's fax number using the mask that appears.
	OSAS Web	If you want to use certain data files for this company with the OSAS Web application, making them available for Internet access, enter **A**. If not, enter **I**.
	Date Mask	If you want dates in the company's reports and on screens to be in American format (mm/dd/yyyy), enter **0**. If you want them to be in European format (dd/mm/yyyy), enter **1**.
	Time Mask	If you want times in the company's reports and on screens to be in standard 12-hour format (hh:mm am/pm), enter **0**. If you want them to be in military 24-hour format (hh:mm), enter **1**.
Inquiry	**Location ID**	Enter the ID of the location you want to use as a default when entering inventory transactions for this company.

	Field Name	Description
Inquiry	**Bank ID**	Enter the ID of the bank you want to use as a default when you enter cash transactions for this company.
Inquiry	**OSAS Web Batch ID**	Enter the Sales Order batch ID the OSAS Web application uses when posting sales orders received from customers on the Internet.
	OSAS Web Order Prefix	Enter a one-character to two-character prefix to add to order numbers for sales orders entered through the Internet. The remaining seven or six digits in the order number are incremented for each new sales order entered through the Internet.
	Weight Unit	The weight unit applies to all item weights you enter in the Inventory and Sales Order applications, and is printed on some screens, reports and forms. Enter the standard weight system your company will use. For example, enter **LBS** or **lbs** if you use pounds, or **KG** or **kg** if you use kilograms.
	Reg Dollars	Enter the number of decimals you want assigned to regular dollar amounts. The location of the company might determine the number of decimals you enter. For example, if you set up a U.S. company, you should enter **2** to enter the whole and fractional numbers of U.S. dollars; if you set up a Japanese company, you should enter **0** to enter whole numbers of yen; and so on.
	IN Costs	Enter the number of decimals you want assigned to inventory costs.
	IN Prices	Enter the number of decimals you want assigned to inventory prices.
	IN Qtys	Enter the number of decimals you want assigned to inventory quantities.

Field Name	Description
Rates	Enter the number of decimals you want assigned to rates.
Hours	Enter the number of decimals you want assigned to hours.
Cr Limits	Enter the number of decimals you want assigned to credit limits.
E-mail Address	Enter the e-mail address of the company's main contact.
Web Site	Enter the Internet address of the company's web site.

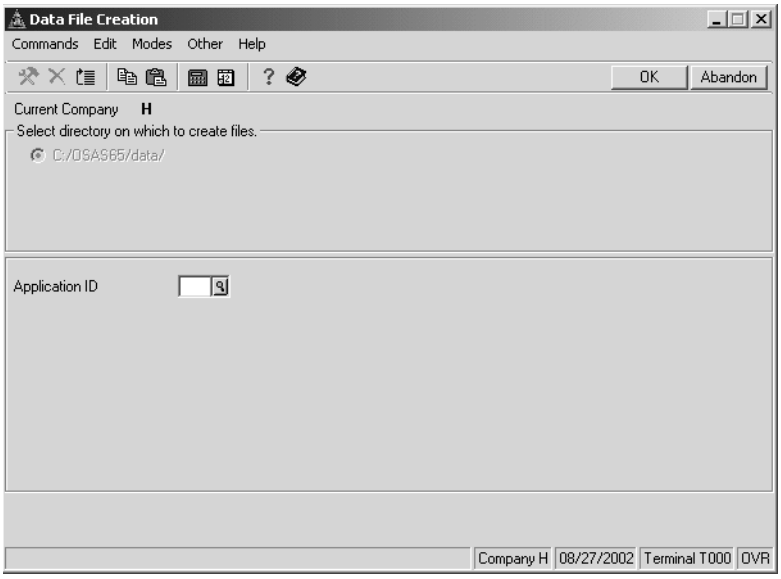
Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and exit to the **Company Setup** menu.

Data File Creation

Use the **Data File Creation** function on the **Company Setup** menu to create the data files that you need to process information for a company.

Select **Data File Creation** from the **Company Setup** menu. The Data File Creation screen appears.



The data file directories you established for the system appear in the list. If more than one directory is listed, select the data directory where you want the new files to be created.

Inquiry

Next, enter the ID of each application for which you want data files created.

If the system finds data files for the application you enter in the data path, the **Data files exist. Do you want this task to erase them?** message appears. Select **Yes** to erase the existing files and create new ones, or **No** to leave the existing files as they are and enter a different application ID.

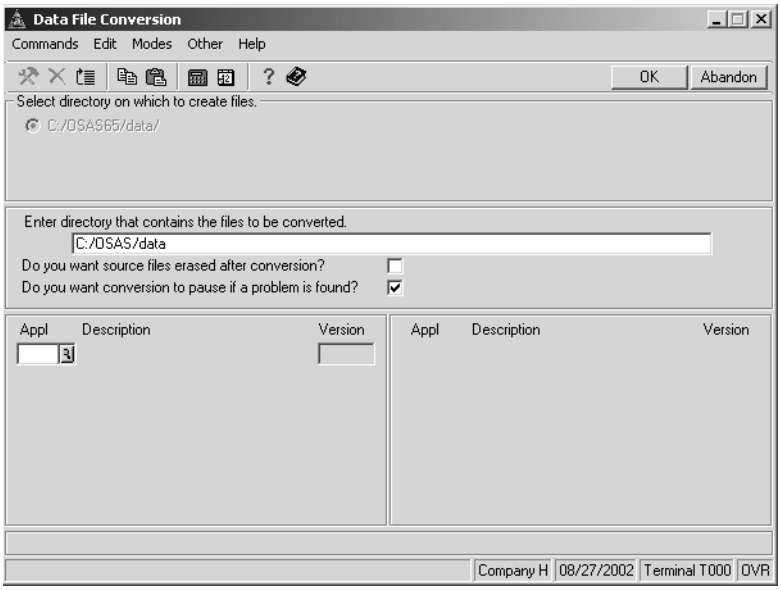
Once the files are erased you cannot undo the action.

Use the **Proceed** (**OK**) command to create the files. When the files are created, the **Company Setup** menu appears.

Data File Conversion

Use the **Data File Conversion** function on the **Company Setup** menu to convert data files and EIS screen definitions from OPEN SYSTEMS Accounting Software version 3.2 or higher to the latest version. Some versions of certain applications require this conversion to be performed in a specific order. Consult each application's user's manual for specific instructions.

Select **Data File Conversion** from the **Company Setup** menu. The Data File Conversion screen appears.



Make your selections at the prompts, then use the **Proceed** (**OK**) command to begin the conversion process. When the files are converted successfully, the **Company Setup** menu appears.

Refer to the field definitions for more information.

Field Definitions

Field Name	Description
Select directory on which to create files	The data directory you set up for the OSAS system appears. If more than one directory is listed, select the data directory where you want the new, converted files to be created.
Enter directory that contains the files to be converted	Enter the path name of the directory that contains the files you want to convert.
Do you want source files erased after conversion?	If you want the source files to be erased after they are converted, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Do you want conversion to pause if a problem is found?	If you want the conversion to pause when problems arise, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Inquiry **Appl**	Enter the ID of the application you want to convert.
Description	The application description appears.
Version	Enter the version number of the application you want to convert.
xxData files exist. Do you want this task to erase them?	This message appears to warn you that to continue, you must erase any existing data files for the application if you want to convert that application's files. Select **Yes** (or enter **Y** in text mode) to erase the existing files and convert this application. Select **No** (or enter **N** in text mode) to keep your existing files and skip the application during conversion.

Field Name	Description
Do you want a printout of the error log after each application?	This message appears to ask whether you want to print a log listing errors occurring during the conversion process for each application. Select **Yes** (or enter **Y** in text mode) to print the error log or **No** (or enter **N** in text mode). If you are converting only one application, your entry here makes no difference.

Options and Interfaces

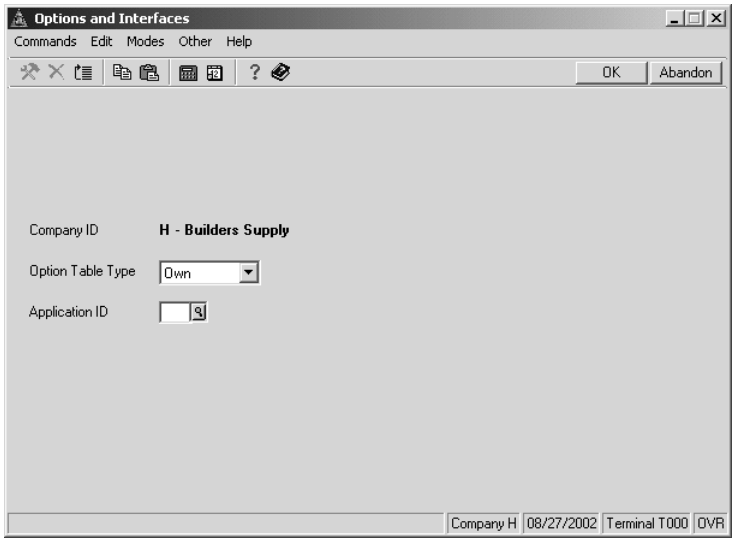
Use the **Options and Interfaces** function on the **Company Setup** menu to determine the way the applications function, and to set up interfaces between certain applications installed on your system.

To produce a list of the information entered in the **Options and Interfaces** function, use the **Options and Interfaces List** function on the **Master File Lists** menu.

Screen Use

Screen	Description
Options and Interfaces	Use the Options and Interfaces screen to select the application for which you want to set up options and interfaces.
Options	Use the Options screen to view and edit the settings for the application you selected.

Options and Interfaces Screen



Field Definitions

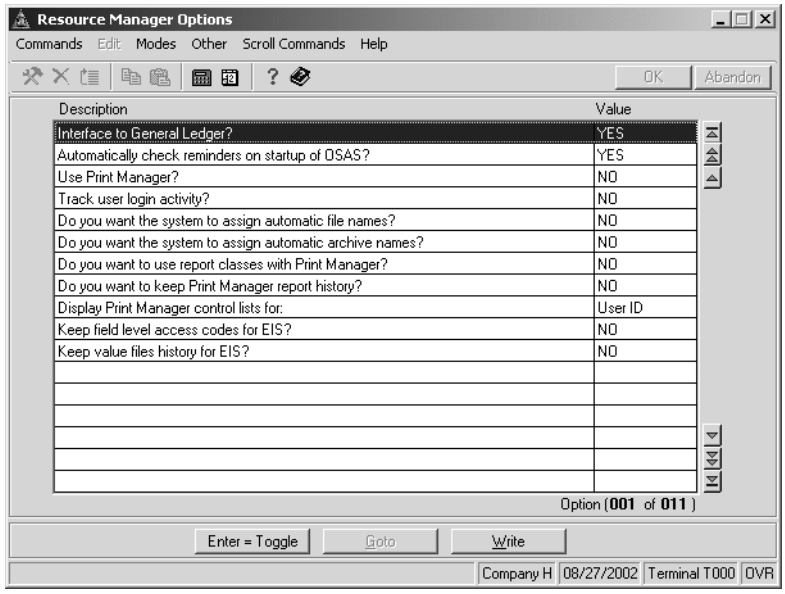
Field Name	Description
Company ID	The company you selected on the menu appears.
Option Table Type	Enter **Own** to keep each company's options separate, or enter **Share** if you want companies to use the same options and interfaces.
Application ID	Enter the application ID for which you want to set options.

Inquiry

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and continue to the Options screen. When you finish entering application options and interfaces, use the **Exit** (**F7**) command to return to the **Company Setup** menu.

Options Screen


Resource Manager Options
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Description Value
Interface to General Ledger? YES
Automatically check reminders on startup of OSAS? YES
Use Print Manager? NO
Track user login activity? NO
Do you want the system to assign automatic file names? NO
Do you want the system to assign automatic archive names? NO
Do you want to use report classes with Print Manager? NO
Do you want to keep Print Manager report history? NO
Display Print Manager control lists for: User ID
Keep field level access codes for EIS? NO
Keep value files history for EIS? NO
Option (001 of 011)
Enter = Toggle Goto Write
Company H 08/27/2002 Terminal T000 OVR

The options for the selected application are displayed along with their current values. Select a command to edit values, go to a specific line, or save your changes:

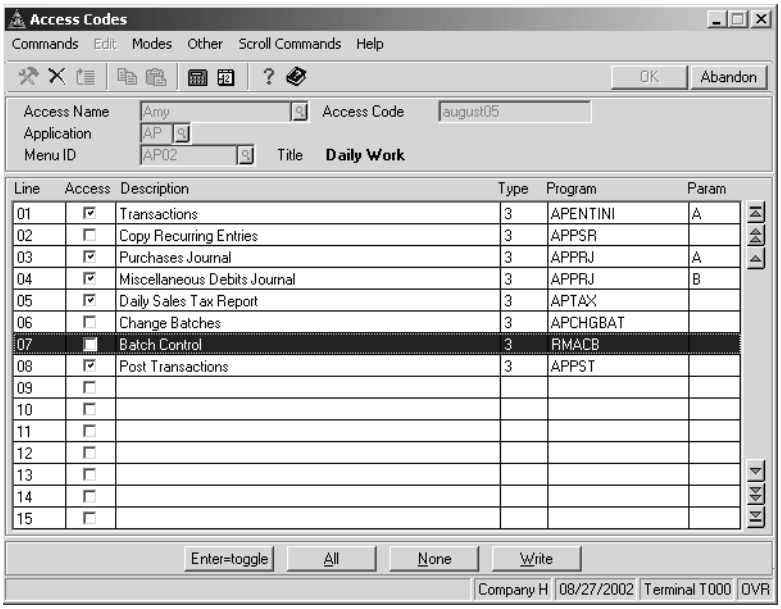
- Press **Enter** to toggle between values for the selected line.
- Press **G** to go to a specific option. When prompted, enter the option's line number or use the Inquiry command to select the option to which you want to move.

  This command is available only if there is more than one page of options for the application.
- Press **W** to save your changes and return to the Options and Interfaces screen.

Access Codes

Use the **Access Codes** function on the **Company Setup** menu to protect your data files from unauthorized access.

Select **Access Codes** from the **Company Setup** menu. The Access Codes screen appears.



Enter the access name and code, then select the application and menu to which to assign access rights. When the function list appears, press **Enter** to turn access to the selected function on or off. The function's description, type, program name, and parameter appear for your information and can be changed using the **Menus** function on the **System File Maintenance** menu.

Refer to the field and command definitions for more information.

Field Definitions

	Field Name	Description
Inquiry	**Access Name**	Enter an access name.
Inquiry	**Copy From Company ID**	To copy access rights from another company's access code, enter the ID of that company.
Inquiry	**Copy From Access Name**	Enter the access name you want to copy.
	Access Code	Enter an access code. To create a blank access code, press **Enter**.
Inquiry	**Application**	Enter the ID of the application to which you want to assign access rights, or press **Enter** to assign access rights to the main menu.
Inquiry	**Menu ID**	Enter the ID of the menu to which you want to assign access rights.
	Title	The description of the menu ID you chose appears.

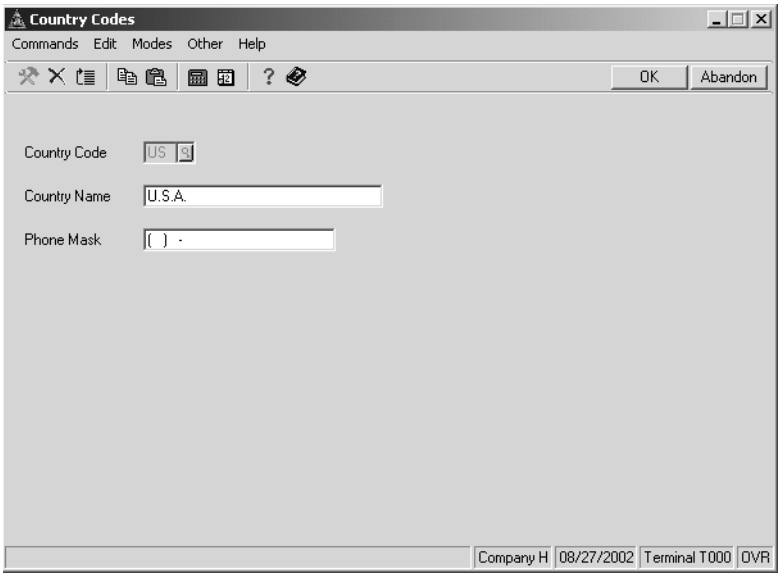
Command Bar Definitions

Command	Description
Enter = toggle	Press **Enter** to toggle the **Access** box on and off, indicating whether the code's users have access to a function.
All	Press **A** to permit access to all the functions on the menu.
None	Press **N** to deny access to all the functions on the menu.
Write	Press **W** and select **Yes** (or enter **Y** in text mode) to save your changes.

Country Codes

Use the **Country Codes** function on the **Company Setup** menu to assign a two-character code and a telephone number mask to a country. To produce a list of the information entered on the **Country Codes** screen, use the **Country Codes List** function on the **Master File Lists** menu.

Select **Country Codes** from the **Company Setup** menu. The Country Codes screen appears.



Select the country code, then enter or edit the country name and phone mask. Use the **Proceed** (**OK**) command to save your changes and return to the main menu.

Refer to the field definitions for more information.

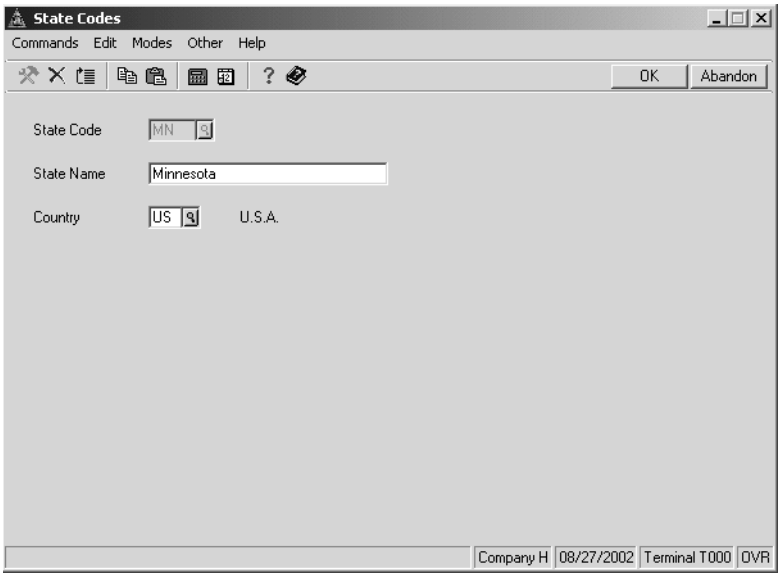
Field Definitions

	Field Name	Description
Inquiry	**Country Code**	Enter the code for the country.
	Name of Country	Enter the full name of the country.
	Phone Mask	Enter a mask to use for telephone and facsimile machine numbers in this country. Enter spaces where numbers are entered, and other characters to separate the numbers for readability, if desired. The total length of numbers and separators cannot exceed 20 characters. For example, if you want to enter phone numbers in the format (999)999-9999, enter "**( ) -** " (without the quotation marks) If you want to enter phone numbers in the format 999-999-9999, enter " **- -** " (without the quotation marks)

State Codes

Use the **State Codes** function on the **Company Setup** menu to assign a three-character code to a state, province, or other region within a country.

Select **State Codes** from the **Company Setup** menu. The State Codes screen appears.



Inquiry

Select the state code, then enter or edit the state name and country in which it is located. Use the **Proceed** (**OK**) command to save your changes and return to the main menu.

Refer to the field definitions for more information.

Field Definitions

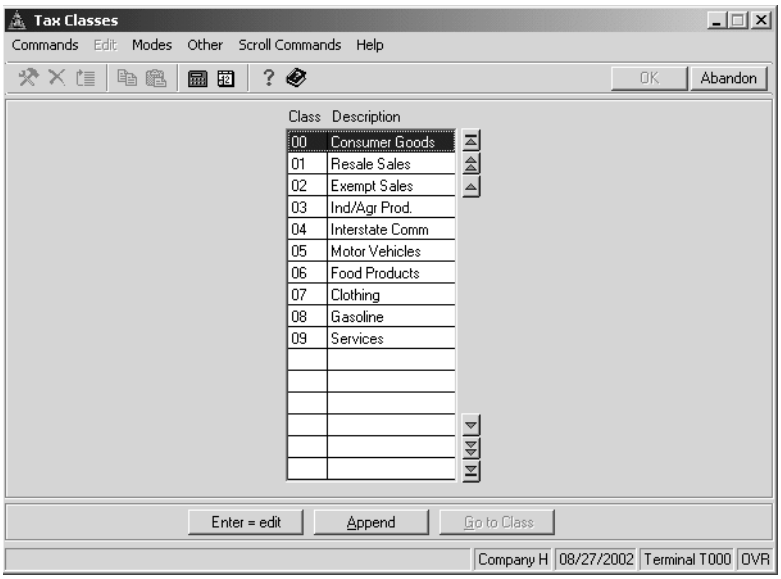
	Field Name	Description
Inquiry	**State Code**	Enter the code for the state, province, or region.
	State Name	Enter the full name of the state.
Inquiry	**Country**	Enter the code for the country to which this state belongs. The country's name appears.

Application Setup 4

Tax Classes	4-3
Tax Locations	4-5
Tax Groups	4-11
Sales Tax Report	4-15
Clear Sales Tax	4-19
Period Setup	4-21
Pop Up Calendar	4-23

Tax Classes

Use the **Tax Classes** function to add or change the descriptions associated with tax classes. Select **Tax Classes** from the **Application Setup** menu. The Tax Classes screen appears and lists the class's code and description.



Select a command:

- Press **Enter** to edit the description for the selected class.
- Press **A** to add a tax class and description.
- Press **G** to move to a specific tax class. When prompted, enter the line number of the tax class to which you want to move. This command is available only if there is more than one page of tax classes.
- Press **F7** when you have finished to close the screen.

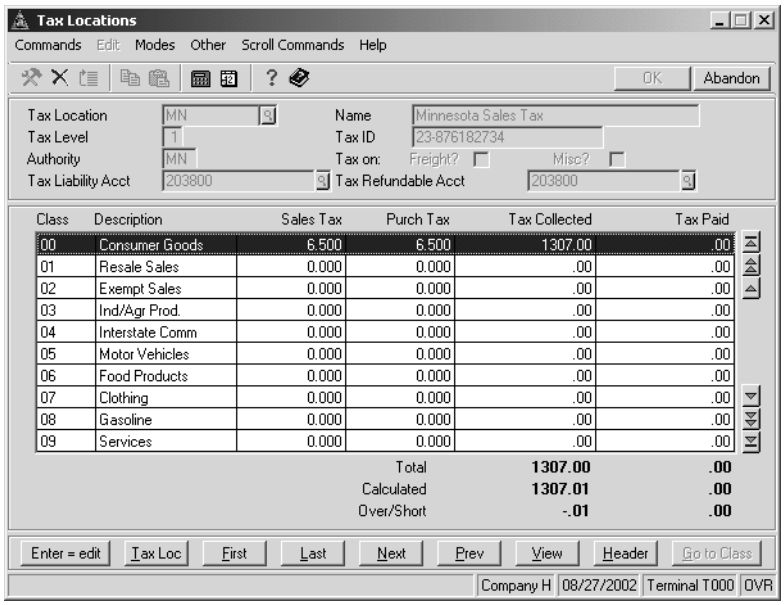
Tax Locations

Use the **Tax Locations** function on the **Application Setup** menu to set up and maintain the authorities for which you accumulate sales taxes. Set up tax classes before setting up tax locations.

Screen Use

Screen	Description
Tax Locations	Use the Tax Locations screen to add or change tax location records.
Edit Tax Cass	Use the Edit Tax Class screen to change the information used to calculate sales tax for a tax class in this tax location.
View Tax Class	Use the View Tax Class screen to look at, but not change, tax class detail information.

Tax Locations Screen


Tax Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tax Location MN
Tax Level 1
Authority MN
Tax Liability Acct 203800
Name Minnesota Sales Tax
Tax ID 23-876182734
Tax on: Freight? Misc?
Tax Refundable Acct 203800
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 6.500 6.500 1307.00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Food Products 0.000 0.000 .00 .00
07 Clothing 0.000 0.000 .00 .00
08 Gasoline 0.000 0.000 .00 .00
09 Services 0.000 0.000 .00 .00
Total 1307.00 .00
Calculated 1307.01 .00
Over/Short -.01 .00
Enter = edit Tax Loc First Last Next Prev View Header Go to Class
Company H 08/27/2002 Terminal T000 OVR

The Tax Locations screen appears when you select **Tax Locations** from the **Application Setup** menu. Use it to add, edit, or view tax authorities and accumulated tax amounts from various transactions.

Refer to the field and command descriptions for more information.

Field Definitions

	Field Name	Description
Inquiry	**Tax Location**	Enter the ID of the tax location you want to work with.
	Name	Enter the name of the tax location, or press **Enter** to use the current name.
	Tax Level	Enter the tax level of the location.
	Tax ID	Enter the company's tax identification number for the authority, or press **Enter** to use the current tax ID.
	Authority	Enter a tax authority, or press **Enter** to use the current tax authority.
	Tax on	If freight or miscellaneous charges are taxed in this location, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Inquiry Maint	**Tax Liability Acct**	Enter the account number to which you want to post the liability for tax.
Inquiry Maint	**Tax Refundable Acct**	Enter the account number to which you want to post the refundable tax.
	Class/Description	Each tax class and its description appears.
	Sales Tax	The percentage of tax for each class appears.
	Purch Tax	The amount of tax for purchases for each class appears.
	Tax Collected	The amount of tax collected for each class appears.
	Tax Paid	The amount of tax paid for each class appears.

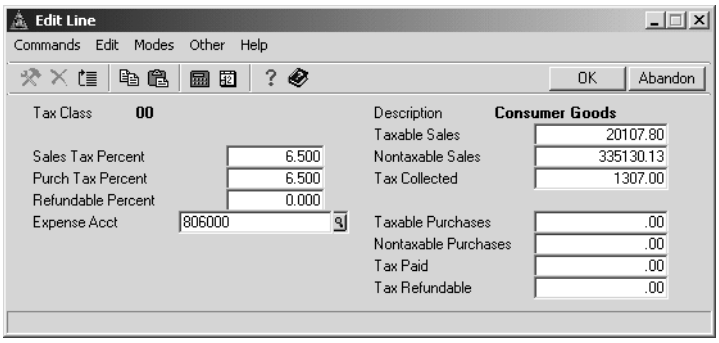
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the tax class you want to edit and press **Enter**.
Tax Loc	Press **T** to select a different tax location.
First	Press **F** to go to the first tax location record in the file.
Last	Press **L** to go to the last tax location record in the file.
Next	Press **N** to go to the next tax location record in the file.
Prev	Press **P** to go to the previous tax location record in the file.
View	Press **V** to view tax class detail information for this location.
Header	Press **H** to return to the top portion of the screen.

Saving and Exiting

Your changes to tax classes are saved as you enter them. To exit to the **Application Setup** menu, use the **Exit** (**F7**) command.

Edit Tax Class Screen



The Edit Tax Class screen appears when you edit a line on the Tax Locations screen. Refer to the field definitions for more information.

Field Definitions

Field Name	Description
Tax Class/ Description	The tax class and its description appear.
Sales Tax Percent	Enter the tax percent for the location.
Purch Tax Percent	Enter the purchases tax for the location.
Refundable Percent	Enter the refundable percent for the location in tax locations that provide for refunded taxes (such as in Canada).
Expense Acct	Enter the GL expense account number for the location.
Taxable Sales	Enter the total of taxable sales for the location.
Nontaxable Sales	Enter the total of nontaxable sales for the location.
Tax Collected	Enter the amount of tax collected for the location.

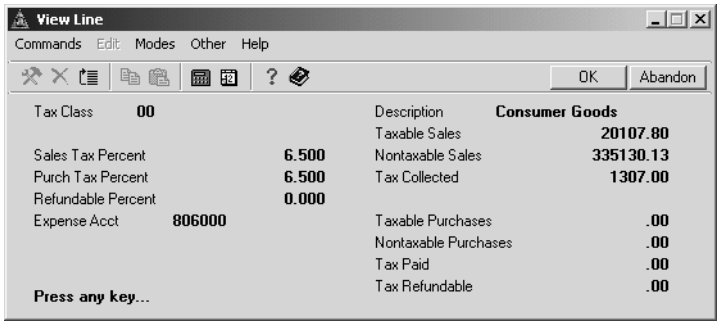
Inquiry
Maint

Field Name	Description
Taxable Purchases	Enter the taxable purchases for the location.
Nontaxable Purchases	Enter the nontaxable purchases for the location.
Tax Paid	Enter the tax paid for the location.
Tax Refundable	Enter the amount of tax refunded for the location in tax locations that provide for refunded taxes (such as in Canada).

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and exit to the Tax Locations screen.

View Tax Class Screen

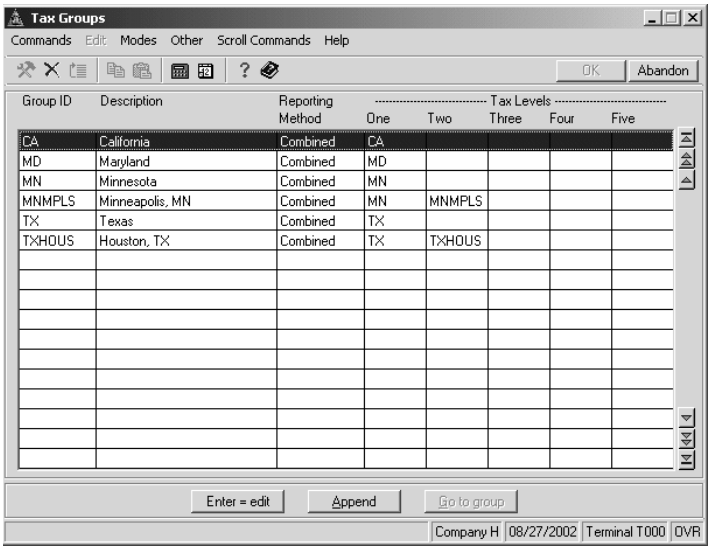


The View Tax Class screen is a view-only screen that appears when you select a line on the Tax Locations screen and press **V**. Use this screen to verify information. If any information is incorrect, return to the Tax Locations screen to edit the appropriate line. Press any key to close this screen and return to the Tax Locations screen.

Tax Groups

Use tax groups to combine several tax locations for simultaneous sales tax calculations for line items. For example, a group could consist of a state and a local tax authority who both assess a sales tax on merchandise sold within their jurisdiction. Use the **Tax Groups** function to set up and maintain tax groups.

Select **Tax Groups** from the **Application Setup** menu. The Tax Groups screen appears and lists the tax groups you have set up.



Select a command:

- Press **Enter** to edit the selected tax group. The Edit Tax Groups screen appears.
- Press **A** to add a tax group. The Append Tax Groups screen appears.
- Press **G** to go to a specific tax group line. This command is available only if there is more than one page of tax groups.

Field Definitions

Field Name	Description
Group ID	The tax group IDs appear.
Description	A description of each tax group appears.
Reporting Method	Toggle between **Combined** and **Separate** to indicate which reporting method you want to use.
Tax Levels	Enter the tax location that you want at the appropriate level.
Tax on Tax Level	Select the box or enter **Y** or clear the box or enter **N** to indicate whether or not you want to compute tax on the previous tax level.

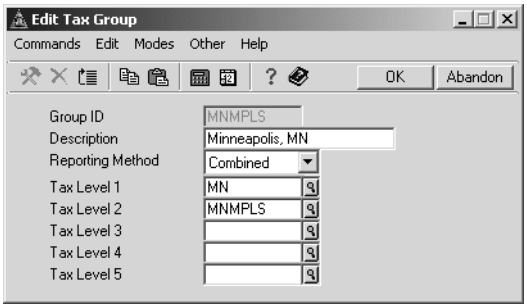
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the tax group you want to edit and press **Enter**.
Append	Press **A** to add a tax group.

Saving and Exiting

To save your entries, press **Enter**. To exit to the **Application Setup** menu, use the **Exit** (**F7**) command.

Append/Edit Tax Groups Screen



The Edit Tax Group screen appears when you edit a tax group. The Append Tax Group screen appears when you add a new tax group. Other than the title, the two screens are identical.

Field Definitions

Field Name	Description
Group ID	Enter or edit the tax group ID.
Description	Enter or edit the tax group's description.
Reporting Method	Enter **C** to report taxes for the locations in this group as a combined value, or **S** to report locations' taxes individually.
Tax Levels	Enter the tax location that you want at the appropriate level.
Tax on Tax Level	This message appears to ask whether you want the basis for computing sales tax for this location to include taxes calculated for the specified tax level. Select the box (or enter **Y** in text mode) to include the level or clear it (or enter **N** in text mode) to exclude the level.

Inquiry

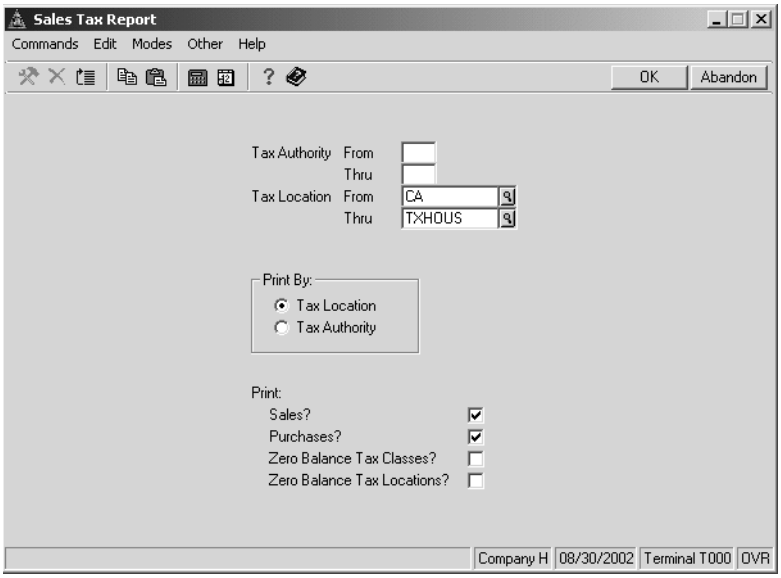
Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and return to the Tax Groups screen.

Sales Tax Report

Print the **Sales Tax Report** at the end of each period for information about how taxes have been allocated for the tax locations you set up. A sample **Sales Tax Report** is on page 4-17.

Select **Sales Tax Report** from the **Application Setup** menu. The Sales Tax Report screen appears.



Inquiry

Select the range of tax authorities or tax locations to include the report, then select the sort order in the **Print By** box. Finally, select the type of information to print on the report. Clear the **Zero Balance Tax Classes?** and **Zero Balance Tax Locations?** boxes (or press **N** in text mode) to save paper by skipping tax classes or locations with zero balances. Next, select the output device to begin printing the report. See “Output the Report” on page 1-60 for information on output devices.

Refer to the field definitions for more information.

Field Definitions

Field Name	Description
Tax Authority From/ Thru	Enter the range of tax authorities you want to include in the report. Use these fields to include tax locations falling under specific tax authorities in the report while excluding other extraneous locations. For example, if you want to print a report listing data only for cities within a certain state, enter that state's abbreviation in the **From** and **Thru** fields. You could select the cities in the **Tax Locations From** and **Thru** fields below, but doing so also includes any locations within that alphabetic range (but perhaps outside the state you're targeting) in the resulting report.
Inquiry **Tax Location From/ Thru**	Enter the range of tax locations you want to include in the report.
Print By	Select the order in which you want to print the report.
Print Sales	If you want to list sales for each location, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Print Purchases	If you want to list purchases for each location, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Print Zero Balance Tax Classes	If you want to print all tax classes regardless of their balances, select the box (or enter **Y** in text mode). If you want to print only those tax classes with nonzero balances, clear the box (or enter **N** in text mode).

Sales Tax Report

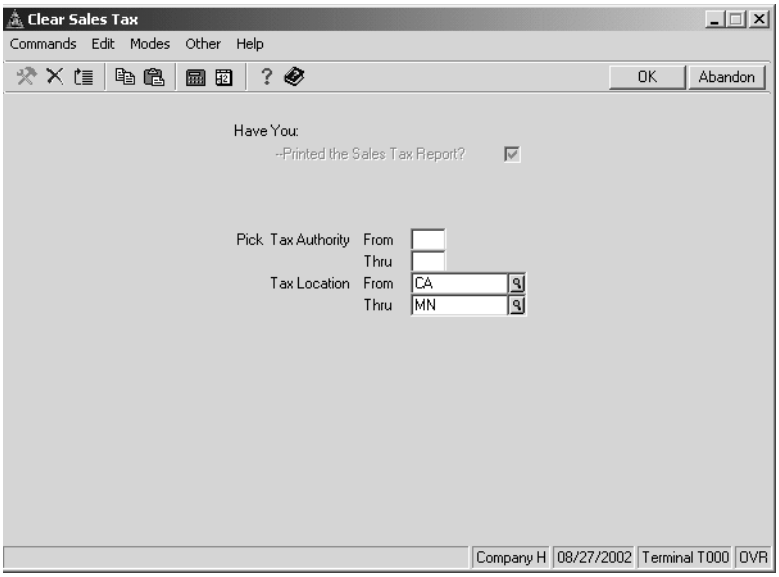
08/27/2002 Builders Supply Page 1
1:08 PM Sales Tax Report
By Tax Location

Tax Loc	Name	Level	Tax Auth.	Tax ID	Taxable	Nontaxable	General Ledger Accounts Tax Liability	Tax	Calculated	Refundable	Over/Short	--- Tax on --- Frt.	Misc.	Refundable
CA	California Sales Tax	1	CA	45-983459823	2326.14	46522.97	203800	93.04	93.05	203800	.01-	NO	NO	
Tax Class	Description Sales Tax Exp. Acct.	Purch Tax	Ref. Tax											
00	Consumer Goods	4.000	Sales		2326.14	46522.97		93.04	93.05		.01-			.00
	806000	4.000	.000 Purch		.00	.00		.00	.00		.00			
TOTAL FOR LOCATION CA			Sales		2326.14	46522.97		93.04	93.05		.01-			.00
			Purch		.00	.00		.00	.00		.00			
Tax Loc	Name	Level	Tax Auth.	Tax ID	Taxable	Nontaxable	General Ledger Accounts Tax Liability	Tax	Calculated	Refundable	Over/Short	--- Tax on --- Frt.	Misc.	Refundable
MD	Maryland Sales Tax	1	MD	837461872341	2574.22	39177.17	203800	128.74	128.71	203800	.03	NO	NO	
Tax Class	Description Sales Tax Exp. Acct.	Purch Tax	Ref. Tax											
00	Consumer Goods	5.000	Sales		2574.22	39177.17		128.74	128.71		.03			.00
	806000	5.000	.000 Purch		.00	.00		.00	.00		.00			
TOTAL FOR LOCATION MD			Sales		2574.22	39177.17		128.74	128.71		.03			.00
			Purch		.00	.00		.00	.00		.00			
Tax Loc	Name	Level	Tax Auth.	Tax ID	Taxable	Nontaxable	General Ledger Accounts Tax Liability	Tax	Calculated	Refundable	Over/Short	--- Tax on --- Frt.	Misc.	Refundable
MN	Minnesota Sales Tax	1	MN	23-876182734	20107.80	335130.13	203800	1307.00	1307.01	203800	.01-	NO	NO	
Tax Class	Description Sales Tax Exp. Acct.	Purch Tax	Ref. Tax											
00	Consumer Goods	6.500	Sales		20107.80	335130.13		1307.00	1307.01		.01-			.00
	806000	6.500	.000 Purch		.00	.00		.00	.00		.00			
TOTAL FOR LOCATION MN			Sales		20107.80	335130.13		1307.00	1307.01		.01-			.00
			Purch		.00	.00		.00	.00		.00			

Clear Sales Tax

Use the **Clear Sales Tax** function to clear the accumulated sales and tax amounts from the tax location records at the end of the tax reporting period. This function prepares the records to accumulate new figures for the next reporting period. You can clear tax locations for a range of taxing authorities and tax locations.

Select **Clear Sales Tax** from the **Application Setup** menu. The Clear Sales Tax screen appears.



Select the box if you have printed the **Sales Tax Report** to continue; otherwise, clear the box and do so before continuing.

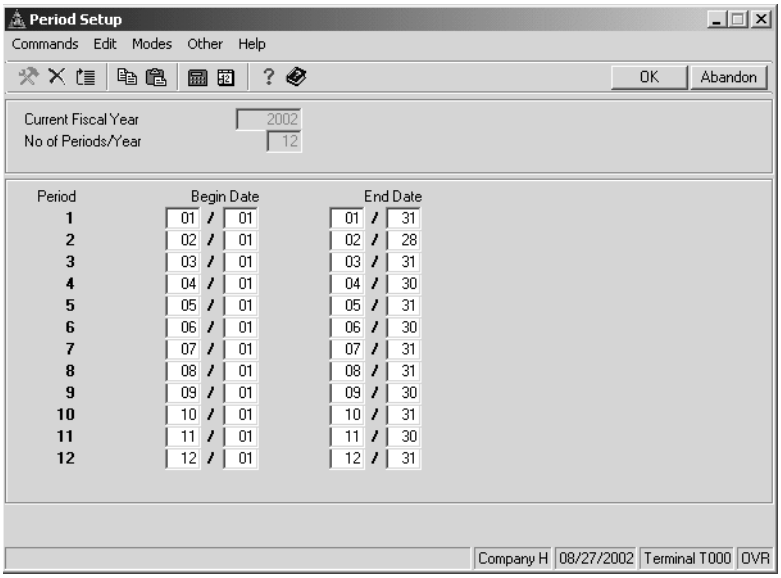
Inquiry

Select the range of tax authorities or locations for which you want to clear accumulated tax amounts and press **Enter** to begin processing. After processing completes, the main menu appears.

Period Setup

Use the **Period Setup** function to set up the **CNVTxxx** (Period Conversion) table, the current fiscal year, and the number of periods per year.

Select **Period Setup** from the **Application Setup** menu. The Period Setup screen appears.



Enter or edit the current fiscal year and number of period per year, then press **PgDn** to view or change the beginning and ending dates for each period. Enter or edit these values as necessary. Finally, use the **Proceed** (**OK**) command to save your entries, then press **F7** to close the screen and return to the main menu.

Pop Up Calendar

Use the **Pop Up Calendar** function to create and edit calendar-dated reminders. You can create reminders for yourself, for another user, or for everyone on your system.

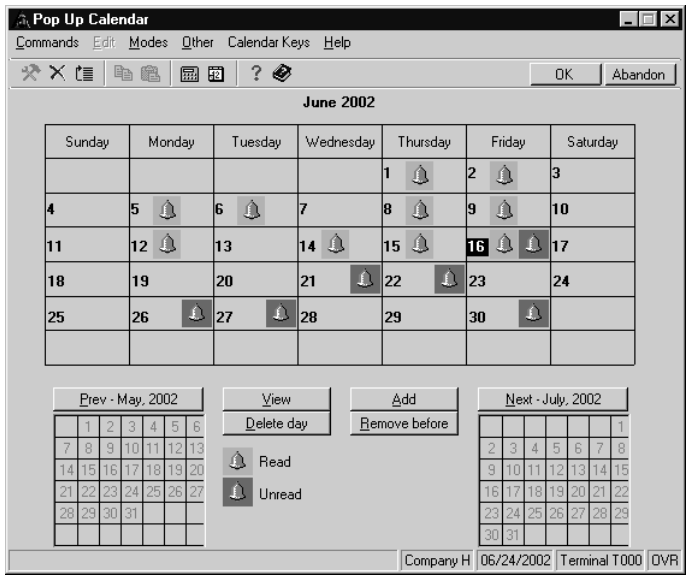
If you select the **Automatically check reminders on startup of OSAS?** option in the Resource Manager **Options and Interfaces** function, the Pop Up Calendar screen appears automatically when you start OSAS if there are unread reminders on file for the system date.

The Pop Up Calendar is also available from the **Other** (**F4**) menu on all menu and function screens. In graphical mode, you can also activate the Pop Up Calendar by clicking on the associated tool button on any graphical menu or function screen.

Screen Use

Screen	Description
Pop Up Calendar	Use the Pop Up Calendar screen to select the day for which you want to add, change or delete reminders.
Add/Edit Reminder	Use the Add and Edit Reminder screens to enter reminders and to edit the reminders you've entered previously.
View Reminder	Use the View Reminder screen to view the reminders for a specific date.

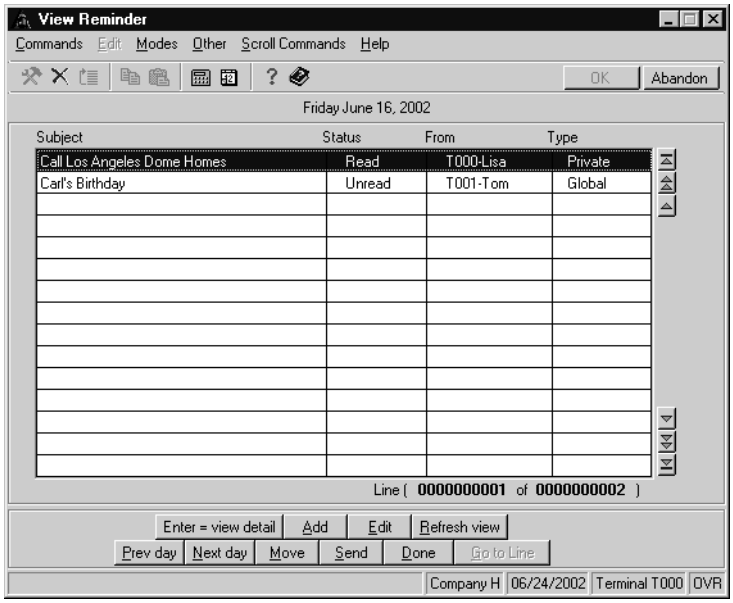
Pop Up Calendar Screen



The current month appears. An icon appears on the days for which reminders are on file. Use the arrow keys to scroll through the days on the calendar. After you have selected the day you want to work with, select a command to continue:

- Press **P** to view the calendar for the previous month.
- Press **N** to view the calendar for the next month.
- Press **V** to view reminders for a selected date. The View Reminder screen appears.
- Press **A** to add a reminder for a selected date. The Add Reminder Screen appears.
- Press **D** to delete all reminders for a selected date.
- Press **R** to delete all reminders dated before a selected date.

View Reminder Screen


View Reminder
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Friday June 16, 2002
Subject Status From Type
Call Los Angeles Dome Homes Read T000-Lisa Private
Carl's Birthday Unread T001-Tom Global
Line (0000000001 of 0000000002)
Enter = view detail Add Edit Refresh view
Prev day Next day Move Send Done Go to Line
Company H 06/24/2002 Terminal T000 OVR

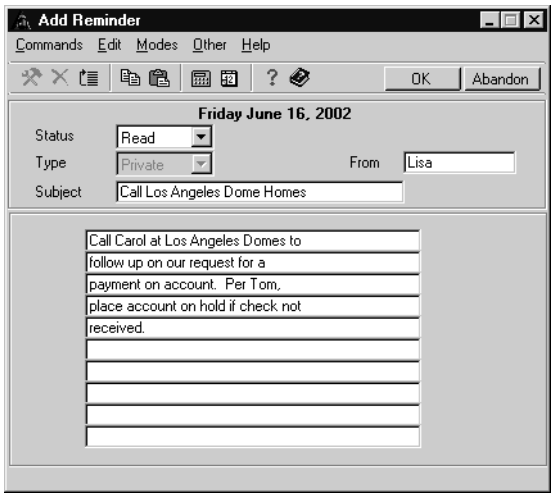
Field Definitions

Field Name	Description
Subject	The reminder's subject line appears.
Status	Lists the status of the reminder message.
From	The author of the reminder appears.
Type	The circulation type of the reminder appears. **Private** indicates that the reminder is specific to a single user. **Global** indicates that the reminder is for all users.

Command Bar Definitions

Command	Definition
Enter = view detail	Press **Enter** to view the selected reminder message. When you are finished, press any key to return to the View Reminders screen. The status of the reminder changes to **Read**.
Add	Press **A** to add a reminder for the day you are viewing (see **Add/Edit Reminder Screen** below for more information).
Edit	Select **E** to edit the selected reminder (see **Add/Edit Reminder Screen** for more information).
Refresh view	Press **R** to list all reminders for the current day.
Prev day	Select **P** to view the previous day's reminders.
Next day	Press **N** to view the following day's reminders.
Move	Press **M** to move the selected reminder to another date.
Send	Select **S** to send a reminder to another terminal ID.
Done	Press **D** to return to the Pop Up Calendar screen.
Go to Line	Select **G** to move to a specific message.

Add/Edit Reminder Screen



Command Bar Definitions

Command	Definition
Type	Enter **P** to send a private reminder to a specified user ID. Enter **G** to send a global reminder message to all users.
To	Enter the terminal ID of the recipient of the reminder.
From	Enter your user ID.
Subject	Enter the subject of the reminder.
Reminder Lines	Enter up to ten lines of text for this reminder. When you are finished, use the **Proceed** (**OK**) command to send the reminder.

Inquiry

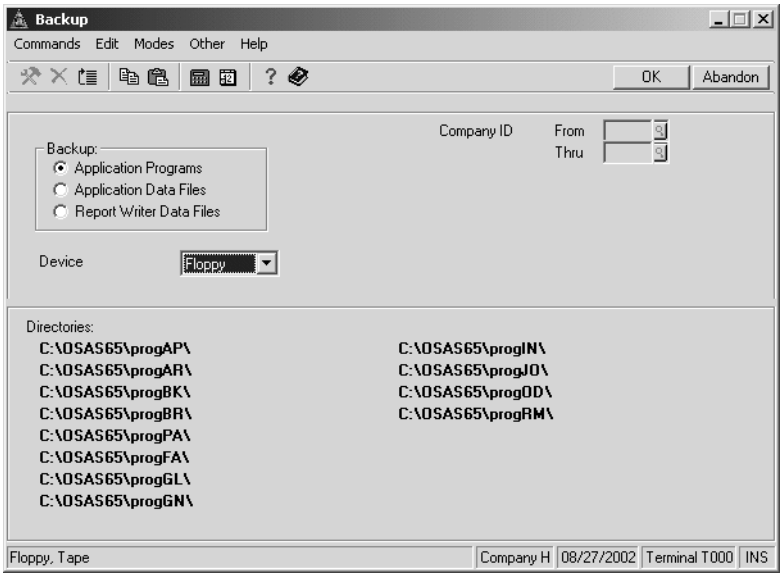
Data File Maintenance 5

Backup	5-3
Restore	5-5
Application Tables	5-7
Change File Size	5-9
View File Contents	5-11
File Rebuild/Verify	5-15
Purge Data Records	5-17
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User-Defined Field Setup	5-25

Backup

Use the **Backup** function to back up your data files before using critical functions and to make regular backup or archived copies of your data, program, graphical resource, system, and data dictionary files.

Select **Backup** from the **Data File Maintenance** menu. The Backup screen appears.



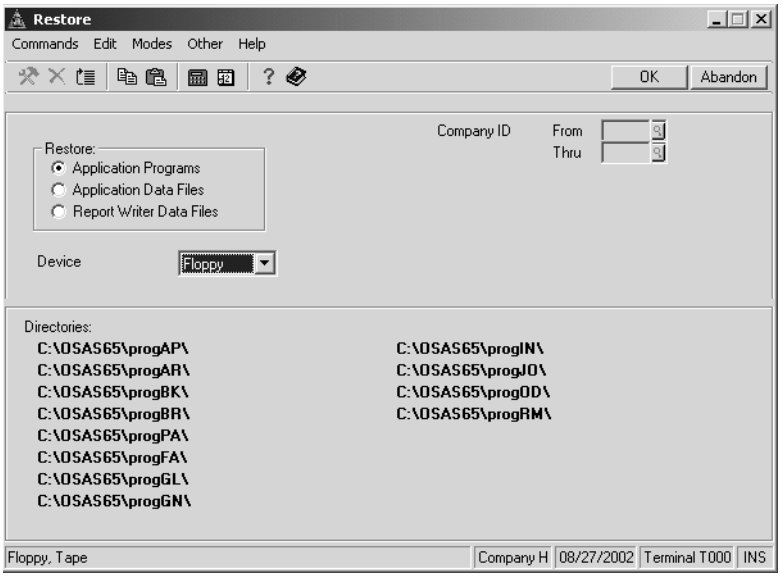
Select the type of data to back up, the range of companies whose data you want to back up, and the type of device (**Floppy** or **Tape**) you're using to back up the data. Use the **Proceed** (**OK**) command to begin the process. The names of the directories appear in the lower part of the screen. You need a set of backup diskettes for each directory listed.

The main menu appears when the backup process completes.

Restore

Use the **Restore** function only if you lose data or files because of an error or a hardware failure. When you restore files, you can select which companies' files need to be restored; everything you select, including the data in all applications, is returned to its state at the time of the last backup.

Select **Restore** from the **Data File Maintenance** menu. The Restore screen appears.



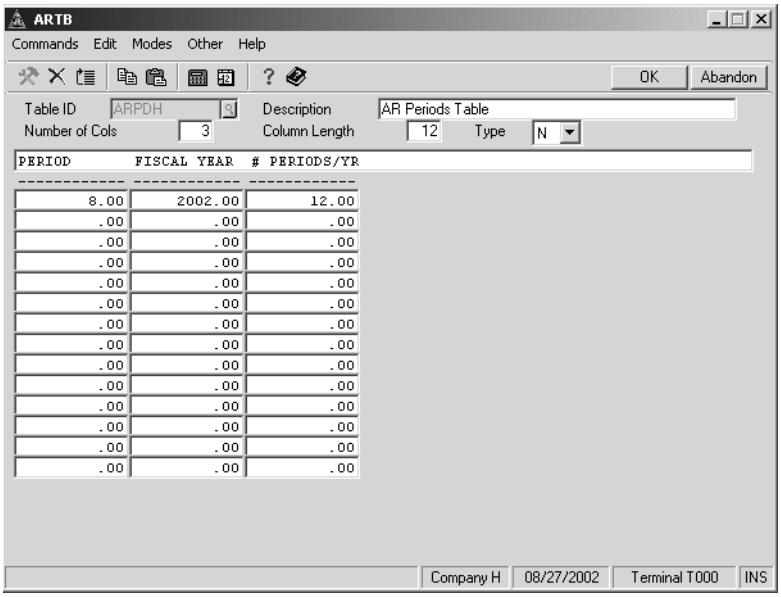
Select the type of data to restore, the range of companies whose data you want to restore, and the type of device (**Floppy** or **Tape**) you're using to restore the data. Use the **Proceed** (**OK**) command to begin the process. The names of the directories appear in the lower part of the screen. You need the set of diskettes containing backed up data to restore each directory listed.

The main menu appears when the restore process completes.

Application Tables

Use the **Application Tables** function to edit and view the tables used by any application. The tables in Resource Manager are updated and maintained by other menu functions. You need not maintain any of the Resource Manager tables using this function. To produce a list of the information entered on the Tables screen, use the **Tables List** function on the **Master File Lists** menu.

Select **Application Tables** from the **Data File Maintenance** menu. The Application Tables screen appears.



Select the table to view, then make changes, as necessary. When you're finished, use the **Proceed** (**OK**) command to save your entries, then enter another table ID to work with, use the **Abandon** (**F5**) command to change the table file name, or use the **Exit** (**F7**) command to return to the main menu. Refer to the field definitions for more information.

Field Definitions

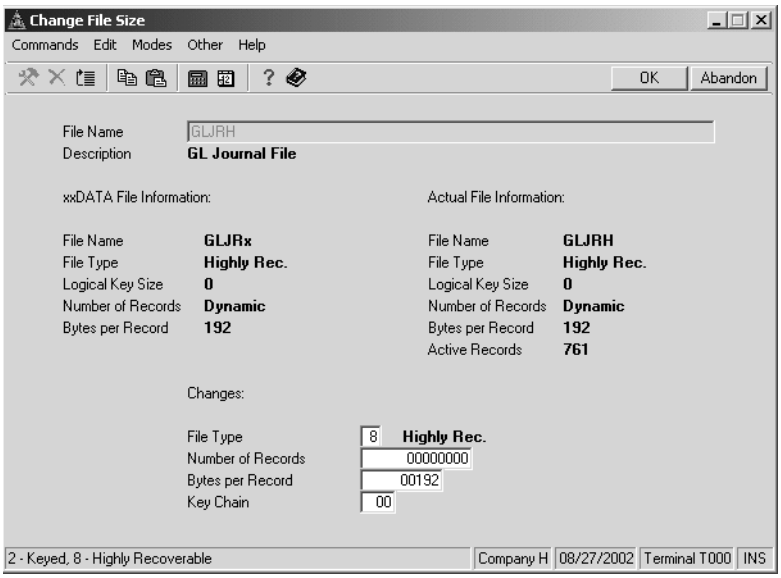
	Field Name	Description
	Enter File Name	Enter the name of the application tables file you want to view or edit. Application tables files are named **xxTB** (where **xx** represents the two-character application ID). For example, the Accounts Receivable tables file is named **ARTB**, the Payroll tables file is named **PATB**, and so on.
Inquiry	**Table ID**	Enter the ID of the table you want to add or change. To set up a company-specific table, enter the table ID plus the company ID. To set up a terminal-specific table, enter the table ID plus the terminal ID.
Inquiry	**Copy From**	This field appears if you enter a new table ID. Enter the ID of the table you want to copy.
	Description	Enter or change the description of the table.
	Number of Cols	The number of columns in the table appears.
	Column Length	The length of columns in the table appears.
	Type	The type of characters you can enter in the table appears: **A** (alphanumeric), **N** (numeric with two decimals), **3** (numeric with three decimals), or **4** (numeric with four decimals).
	Column Headings	The long bar at the top of the screen contains the headings for the columns in the table. Edit these headings, as necessary.
	Data	The data in the table depends on the application used to create it. If any of the data is incorrect, edit the appropriate entry. If you are creating a new table, enter the new data.

Change File Size

Use the **Change File Size** function to create a new file and copy the data from the old file into it. During this process, you can determine the type of file to create, the number of records it contains, and the size of the records in the file.

Use this file under the direction of a qualified support technician to shrink files by removing space taken up by records that have been removed from the file.

Select **Change File Size** from the **Data File Maintenance** menu. The Change File Size screen appears.



Enter the file name to resize, then enter the values for the new file in the fields at the bottom of the screen. Refer to the field definitions for more information.

Field Definitions

Field Name	Description
Filename	Enter the name of the file you want to resize.
Description	The description of the file and the file's statistics appear.
File Type	Enter **6** to create a Mkeyed (multikeyed) file or **8** to create a Highly Recoverable file. Most OSAS data files are Highly Recoverable files to aid recovery in case of data loss or a system crash.
Number of Records	Enter the number of records you want in the new file. For a dynamically allocated Mkeyed or Highly Recoverable file, enter **0**.
Bytes per Record	Enter the number of bytes to set aside for each record in the new file.
Key Chain	A key chain represents a primary key used in the table to sort and organize data. Enter the key chain number you want to use to select the data to copy from the old file to the new one. Refer to the *File Descriptions Manual* for more information on key chains.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and begin the copy process. When all records are copied, this message appears:

n records copied. The old file will be replaced.

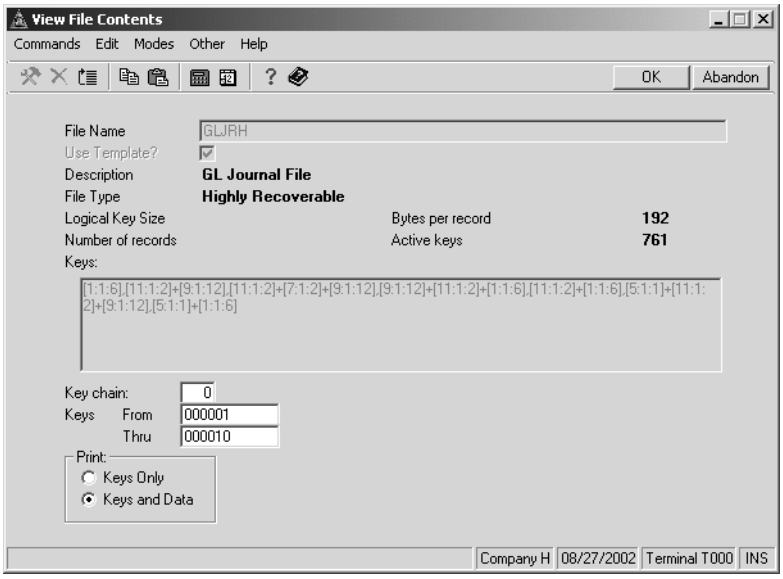
Use the **Proceed** (**OK**) command again to remove the old file and replace it with the new, resized one. Next, enter a new file name to resize or use the **Exit** (**F7**) command to return to the **Data File Maintenance** menu.

View File Contents

Use the **View File Contents** function to display information directly from a data file for a specified range of records. The information appears or prints in a raw mode, without regard for the specific information contained in the record.

A sample of the resulting report is on page 5-13.

Select **View File Contents** from the **Data File Maintenance** menu. The View File Contents screen appears.



Enter the file name whose contents you want to view, elect whether to use the file's template, then select the key chains and keys to include in the report. Next, select the type of data to print and press **Enter**. Finally, select the output device to begin printing the report. See "Output the Report" on page 1-60 for information on output devices.

Refer to the field definitions for more information.

Field Definitions

Field Name	Description
Filename	Enter the name of the file whose contents you want to view.
Use Template	Select the check box (or enter **Y** in text mode) to use the file's template when viewing the data. Clear this box (or enter **N** in text mode) if you do not want to use the template. Using the file template places the template variable used to refer to the field next to the field's data. This variable is set in the file template's code.
Description	The file description appears.
File Type	The file type appears.
Logical Key Size	The logical key size appears.
Number of records	The number of records appears.
Bytes per record	The number of bytes in each record appears.
Active keys	The number of active keys appears.
Key chain	A key chain represents a primary key used in the table to sort and organize data. To reduce the amount of information viewed, enter the key chain to use to sort the data, or enter **99** to view all key chains. Refer to the *File Descriptions Manual* for information on key chains.
Keys From/Thru	Enter the range of the records you want to view in the file.
Print	Select the information you want to view. You can choose to view the keys only, or the keys and the data together.

View File Contents Report

```
08/27/2002                    Builders Supply                    Page    1
4:26 PM                       View File Contents
                    C:/OSA365/data/GLJRH - GL Journal File
                    ======================================

-------------------------------------------------------------------------------
Key Chain  0:  >000001<
-------------------------------------------------------------------------------
ENT$:      1(1,6)       >000001<
CID$:      2(1,3)       >H  <
TDAT:      3(1,7)       >2451882<
EDAT:      4(1,7)       >2451882<
PSTD:      5(1,1)       >0<
DESCR$:    6(1,25)      >SALES<
SRC$:      7(1,2)       >AR<
REF$:      8(1,8)       >A/R<
GLACT$:    9(1,12)      >401000          <
AMT:       10(1,16)     >-11838.8<
GLPD$:     11(1,2)      >12<
RSV1$:     12(1,15)                                  <
ALC$:      13(1,1)      > Y<
CREC$:     13(2,1)      > <
CFS$:      13(3,1)      >Y<
RSV2$:     13(4,13)     >                         <
RSV3:      14(1,1)      >0<
FSDSW:     15(1,1)      >0<
SSDSW:     16(1,1)      >0<
ISVA$:     17(1,1)      ><
ISVN[1]:   18(1,1)      >0<
ISVN[2]:   18(1,1)      >0<

-------------------------------------------------------------------------------
Key Chain  0:  >000002<
-------------------------------------------------------------------------------
ENT$:      1(1,6)       >000002<
CID$:      2(1,3)       >H  <
TDAT:      3(1,7)       >2451882<
EDAT:      4(1,7)       >2451882<
PSTD:      5(1,1)       >0<
DESCR$:    6(1,25)      >COST OF SALES<
SRC$:      7(1,2)       >AR<
REF$:      8(1,8)       >A/R<
GLACT$:    9(1,12)      >501000          <
AMT:       10(1,16)     >6934.94<
GLPD$:     11(1,2)      >12<
RSV1$:     12(1,15)                                  <
ALC$:      13(1,1)      >Y<
CREC$:     13(2,1)      > <
```

File Rebuild/Verify

Use the **File Rebuild/Verify** function to rebuild your data files or to verify that they are still usable.

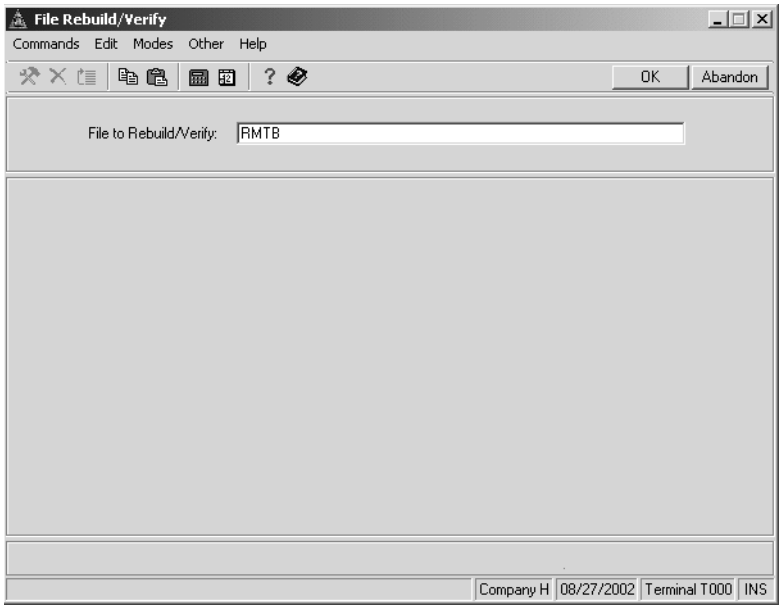
Note

This function works with data files on local or mapped drives only. It does not rebuild files on data server paths. If you use OSAS Client/Server, you must either map a drive to the data files to run this function, or run the rebuild program through the operating system locally on the data server machine.

To run the *mkrecover* rebuild program through the operating system, change to the directory where the program is located (usually in the data server directory) and type the command for the operating system you use (substitute the full path and file name of the file you want to rebuild for <*filename*> in the commands shown):

Windows: **mkrecover -lREBUILD.TXT** <*filename*>
UNIX/Linux: **./mkrecover -lREBUILD.TXT** <*filename*>

Select **File Rebuild/Verify** from the **Data File Maintenance** menu. The File Rebuild/Verify screen appears.



Enter the file name for the file you want to rebuild or verify, then use the **Proceed** (**OK**) command to rebuild the file. When the rebuild is complete, the **Finished with Rebuild** message appears and the screen lists information about the changes made to the file, if any. Press **Enter** to return to the **Data File Maintenance** menu.

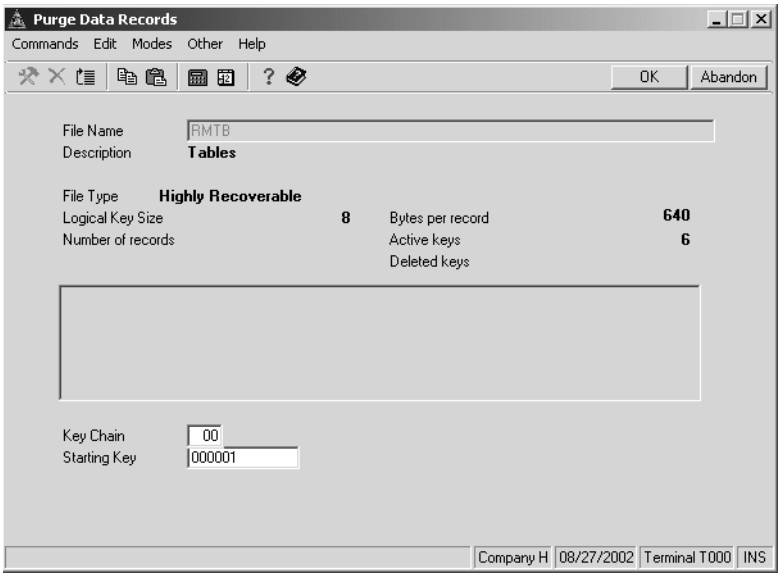
Purge Data Records

Use the **Purge Data Records** function to remove specific data records.

Note

Removing records from a file causes a loss of data that can, in turn, cause accounting problems in your data files. Do not remove records from files unless instructed to do so by your reseller or a qualified technical support representative.

Select **Purge Data Records** from the **Data File Maintenance** menu. The Purge Data Records screen appears.



Enter the file name, key chain, and starting key to purge, then use the **Proceed** (**OK**) command to begin the purge process. Each key from the file appears, beginning with the starting key you entered. As each record appears, you can take one of three actions:

- Select **Yes** or press **F3** to delete the record from the file.
- Select **No** or press **Enter** to leave the record in the file.
- Use the **Exit** (**F7**) command to leave all remaining records in the file and return to the **Data File Maintenance** menu.

After you process the last record in the file, you can enter another file name from which to purge records or use the **Exit** (**F7**) command to return to the **Data File Maintenance** menu.

Refer to the field descriptions below for more information.

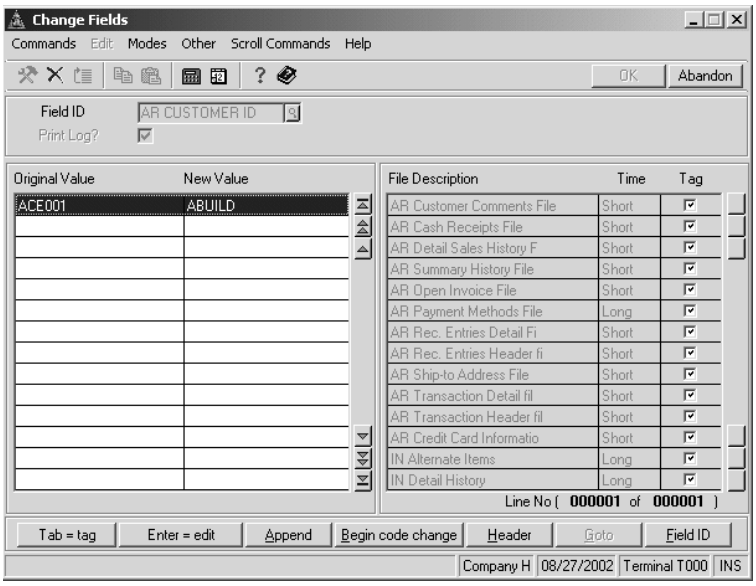
Field Definitions

Field Name	Description
Filename	Enter the name of the file to purge.
Description	The description and other statistics for the file appear.
Key Chain	A key chain represents a primary key used in the table to sort and organize data. Enter the number of the key chain you want to use to locate the records to remove. Refer to the *File Descriptions Manual* for more information on key chains.
Starting Key	Enter the first key you want to view when purging records.

Change Fields

Use the **Change Fields** function to change any code from one value to another. This function changes codes for any application. To produce a list of fields changed, use the **Print Log** feature. A sample of the log appears on page 5-23.

Select **Change Fields** from the **Data File Maintenance** menu. The Change Fields screen appears:



The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether or not you want to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Resource Manager fields from the **Resource Manager** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   - Press **Tab** to switch to the **File Description** section to specify which files change during processing.

   - Press **Enter** to edit the current line.

   - Press **A** to append another value to the list.

   - Press **B** to begin the change field process.

   - Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command.

    - Press **Tab** to switch to the **Values** section of the screen.

    - Press **Enter** to toggle a file as included or excluded from the copy process.

    - Press **A** to tag all of the files.

    - Press **N** to untag all of the files.

    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

08/27/2002 Builders Supply Page 1
5:00 PM Change Code Log

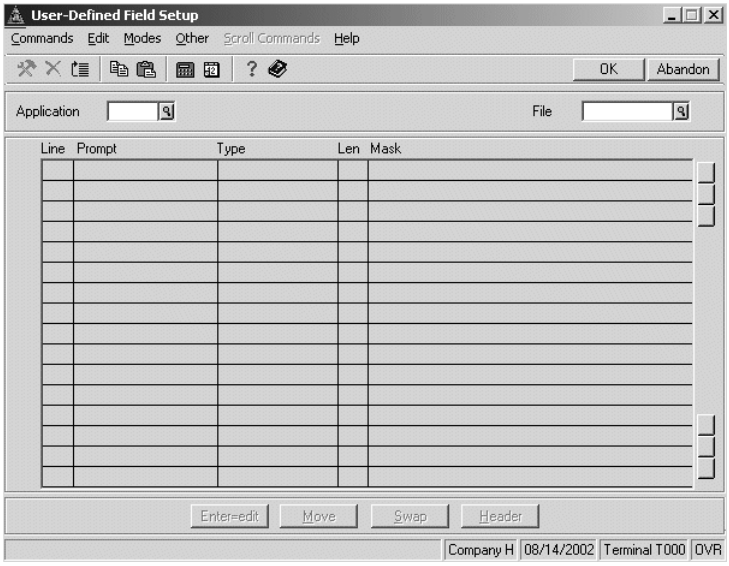
File Name	Records Read	Records Converted	Original Total Record	New Total Records
ARCUH	2	1	13	13
ARCCH	6	5	17	17
ARCRH	2	1	21	21
ARHIH	149	148	503	503
ARHSH	122	121	537	537
ARINH	5	4	32	32
ARPYH	4	0	8	8
ARREH	2	1	3	3
ARRHH	2	1	3	3
ARSAH	1	0	6	6
ARTDH	15	14	34	34
ARTHH	4	3	11	11
ARCMH	4	3	12	12
INAIH	6	4	189	189
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INHIH	457	120	1011	1011
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INLHH	0	0	406	406
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	27	0	585	585
JOBSH	1	0	25	25
JOHIH	1	0	189	189
JOHIH	0	0	189	189
SORHH	2	1	5	5
SORLH	5	4	20	20
SOTDH	4	3	29	29
SOTHH	3	2	9	9

Field ID AR CUSTOMER ID
Original Value New Value
ACE001 ABUILD

User-Defined Field Setup

OSAS user-defined fields provide a consistent method of defining, displaying, and entering user-defined fields for key master files throughout OSAS applications. To set up user-defined fields, follow these steps:

1. Select **User-Defined Field Setup** from the **Data File Maintenance** menu. The User-Defined Field Setup screen appears.



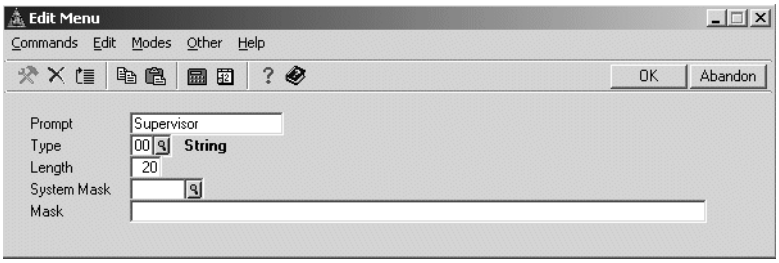
Inquiry

2. Select the application for which you want to set up user-defined fields. OSAS version 6.5 allows you to add user-defined fields to Accounts Payable, Accounts Receivable, Payroll, and Job Cost. Consult your reseller for information on adding user-defined fields to other applications.

Inquiry

3. OSAS version 6.5 allows you to add user-defined fields to these files: **ARCUx**, **APVEx**, **PAEGx**, and **JOBSx**. Select one of these files in the **File** field. Consult your reseller for information on adding user-defined fields to other files.

4. Select the line you want to edit and either double-click the line or press **Enter**. The Edit Menu dialog box appears.



5. Enter the name you want to use in the **Prompt** text box.

Inquiry

6. Enter a different type or use the **Inquiry** command to look up and select it from the list that appears.

7. Change the number of characters that can be entered into the field, if necessary.

8. If you are working with a numeric field, enter the **System Mask** type or use the **System Mask** inquiry to select one from the list that appears.

9. Use the **Mask** text box to enter whatever type of mask you require, for example, a phone number mask.

   Note: You cannot enter anything in the **Mask** text box if you select a **System Mask**.

10. When you finish working with the Edit Menu screen, use the **Proceed** (**OK**) command to exit to the User-Defined Fields Setup screen and enter other user-defined field information.

11. Use the **Move** and **Swap** buttons to move lines around on the screen.

    Select a line and click either **Move** or **Swap**. A dialog box appears for defining where you want to move the selected line.

12. To return to the header and select another application and file for entering user-defined fields, click **Header** (or press **H**).

13. When you finish working with user-defined fields, use the **Proceed** (**OK**) command to close the screen and return to the **Data File Maintenance** menu.

14. The next steps are performed within each application for which you set up user-defined fields.

    - Open the **File Maintenance** menu within each application you set up user-defined fields for in Resource Manager.

    - Check the **User-Defined Fields?** box within the **Employees**, **Vendors**, or **Customers** functions and use the **Proceed** (**OK**) command to continue.

    - When the User-Defined Fields screen appears, enter the information for the fields you set up in Resource Manager.

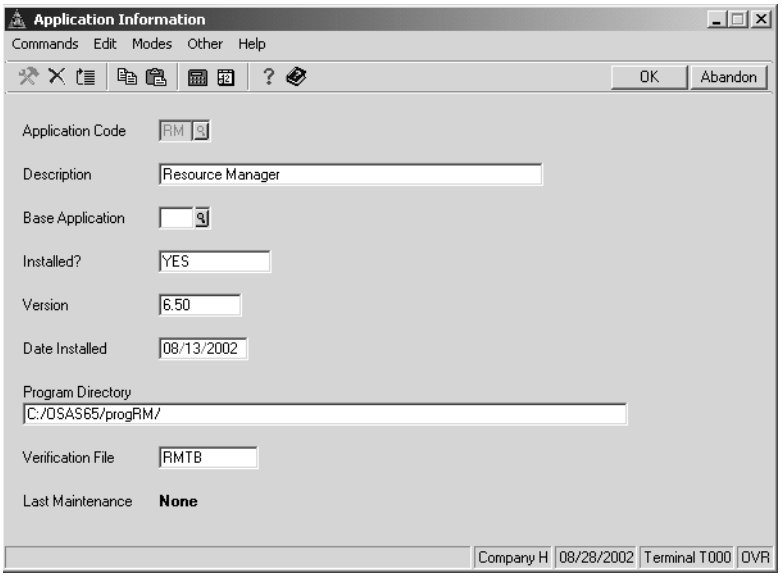
System File Maintenance 6

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Application Information

Use the **Application Information** function to maintain information about the applications on your system.

Select **Application Information** from the **System File Maintenance** menu. The Application Information screen appears.



Inquiry

Select an application to view or edit information about that application, then make any changes as needed. When you're finished, use the **Proceed** (**OK**) command to save your entries. Next, enter another application ID to work with or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Refer to the field definitions for more information.

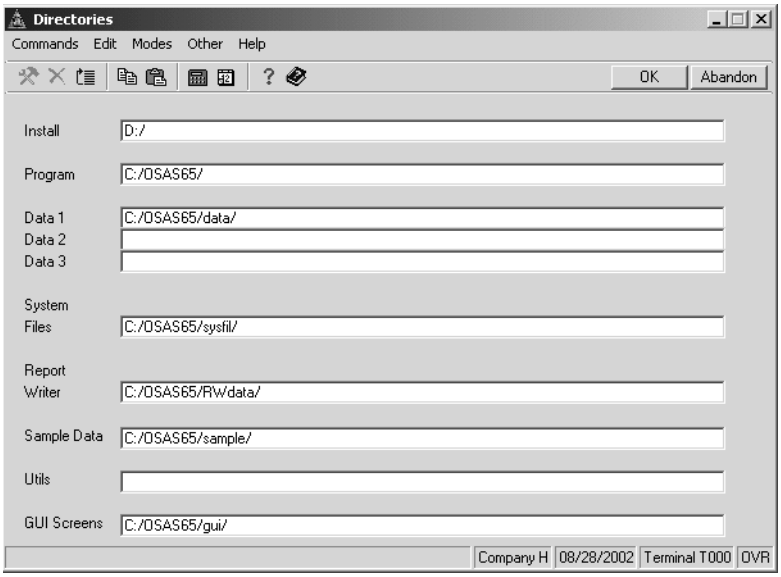
Field Definitions

	Field Name	Description
Inquiry	**Application Code**	Enter the application ID for which you want to view or edit information.
	Description	Enter the description of the application. This description appears on the OSAS main menu.
Inquiry	**Base Application**	For a base application, leave this field blank. For an enhanced application, enter the application's identifier. For an add-on to an application, enter the ID of the base application (for example, enter **AR** as the base application for Sales Order).
	Installed?	If the application is installed, enter **YES**; if not, enter **NO**.
	Version	Enter the version number of the application. The version number protects against the installation of an earlier version of the software.
	Date Installed	Enter the date the application was installed on the system.
	Program Directory	Enter the directory that contains the programs for the application.
	Verification File	Enter the name of the file used to verify that the application is installed for a company. If the file name changes depending on the company involved, add a lowercase **x** in place of the company ID (for example, to use the company-specific Vendor file in Accounts Payable, enter **APVEx**).
	Last Maintenance	Lists the date of the last maintenance operation performed for the application.

Directories

Use the **Directories** function to add data directories to those that were established when Resource Manager was installed and to change the directories used by OSAS for installation media, programs, data files, system files, data dictionary files, sample data files, utilities, and graphical screens.

Select **Directories** from the **System File Maintenance** menu. The Directories screen appears.



The directories used by OSAS appear. Edit these directories or add new ones as necessary, then use the **Proceed** (**OK**) command to save your changes and restart OSAS.

Refer to the field definitions for more information.

Field Definitions

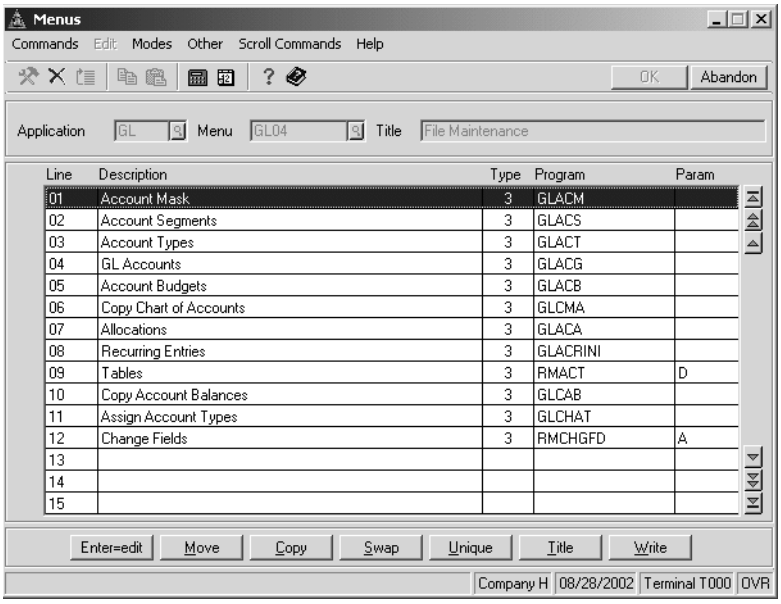
Field Name	Description
Install	Press **Enter** if you want to install the Resource Manager and other application files from the current drive, or enter the path for the CD, diskette, or tape device you are using to install Resource Manager and other application files.
Program	Press **Enter** if the current directory contains the program subdirectories, or change the path as needed.
Data 1/Data 2/Data 3	For each line, press **Enter** if the current directory is where your data files are located, or change the path as needed.
System Files	Press **Enter** if the current directory is where the system files are stored, or enter a different path as needed.
Report Writer	Press **Enter** if the current directory is where the data dictionary files are stored, or change the path as needed.
Sample Data	Press **Enter** if the current directory contains the sample data files, or enter a different path as needed.
Utils	Enter the name of the directory where your BASIC utility files are stored, if you need them.
GUI Screens	The screens for the graphical version of OSAS are stored in data files called Basic Resource Control (*.BRC) files. Press **Enter** if the current directory is where these files are stored, or enter a different path as needed.

Menus

Use the **Menus** function to change the OSAS main menu or the menus for any application that is installed for the selected company. You can change the order of the selections on the menu, add descriptive information to a menu, or add other BB^{X}-compatible programs to a menu.

To produce a list of the information entered on the Menus screen, use the **Menu List** function on the **Master File Lists** menu.

Select **Menus** from the **System File Maintenance** menu. The Menus screen appears.


Menus
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Application GL Menu GL04 Title File Maintenance
Line Description Type Program Param
01 Account Mask 3 GLACM
02 Account Segments 3 GLACS
03 Account Types 3 GLACT
04 GL Accounts 3 GLACG
05 Account Budgets 3 GLACB
06 Copy Chart of Accounts 3 GLCMA
07 Allocations 3 GLACA
08 Recurring Entries 3 GLACRINI
09 Tables 3 RMACT D
10 Copy Account Balances 3 GLCAB
11 Assign Account Types 3 GLCHAT
12 Change Fields 3 RMCHGFD A
13
14
15
Enter=edit Move Copy Swap Unique Title Write
Company H 08/28/2002 Terminal T000 OVR

Use the commands to edit function lines, change the order of selections, and move around the screen, then press **W** to save your changes. Use the **Exit** (**F7**) command to close the screen and return to the main menu.

Field Definitions

	Field Name	Description
Inquiry	**Application**	Enter the application ID whose menus you want to change; leave the field blank to edit a company's main menu; or enter **OS** to change the **Other Commands** menu.
Inquiry	**Menu**	Enter the name of the menu you want to change.
	Title	Enter the title for the menu.
	Line	The line number for the menu item appears. Use the commands to rearrange line numbers for menu items.
	Description	Enter the description you want to appear. It can be the name of a menu, function, or an informational line.
	Type	Enter one of these codes to indicate the line type: **0** = comment - descriptive information only **1** = menu file - uses another menu file when selected **2** = menu record - uses another menu from the current file **3** = run - executes an application program **4** = call - executes a public program **5** = scall - executes an operating system command **6** = info - executes a public program directly **7** = EIS - opens an EIS dashboard **8** = RW Rpt - opens a GENERAL Report Writer report
	Program	Enter the program name, menu file name, menu record name, or operating system command to execute. If you selected a type of **0**, press **Enter**.
	Param	Enter a parameter for the menu selection. If you selected a type of **0** for the line or if you do not need a parameter, press **Enter**.

Command Bar Definitions

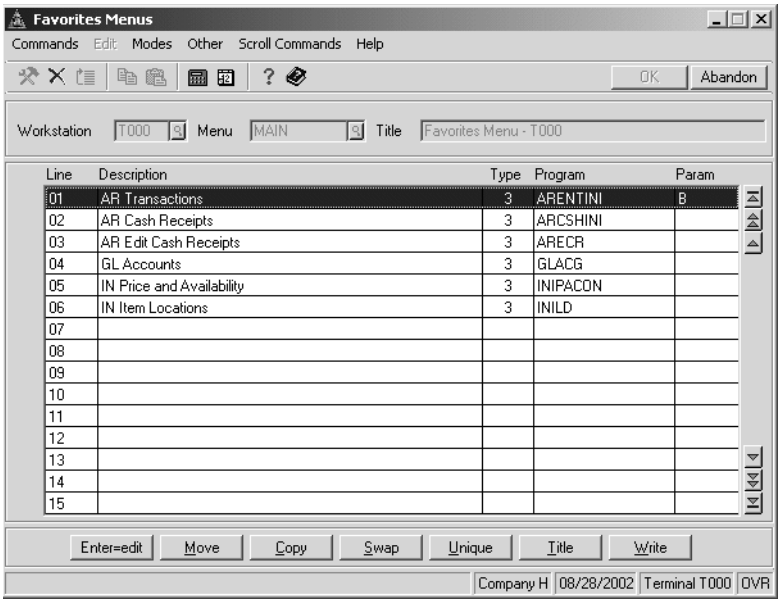
Command	Description
Enter = edit	Move to the line you want to edit and press **Enter**.
Move	Press **M** to move the line to a new location.
Copy	Press **C** to copy the line to another line.
Swap	Press **S** to swap the position of a line with another line.
Unique	Press **U** to create or remove unique menu items.
Title	Press **T** to go back to the **Title** field.
Write	Press **W** to write (save) the lines you changed.

Favorites Menus

The **Favorites** menu allows you to build your own menu of the functions and submenus you use most. You can create and add functions to the **Favorites** menu automatically by using the **Add to Favorites** (**F10**) command.

Use this function to modify the **Favorites** menu that is created automatically. For example, use this function to group some entries together into a submenu.

Select **Favorites Menus** from the **System File Maintenance** menu. The Favorites Menus screen appears.



Inquiry

Select the workstation ID and the name of the favorites menu you want to change, then use the commands to edit the entries, rearrange their order, and move around the screen. Press **W** to save your changes, then use the **Exit** (**F7**) command to close the screen and return to the **System File Maintenance** menu.

Field Definitions

	Field Name	Description
Inquiry	**Workstation**	Enter the workstation ID for which the **Favorites** menu you want to work with is defined.
Inquiry	**Menu**	Enter the name of the menu you want to change.
	Title	Enter the title of the menu.
	Line	The line number for the menu item appears. Use the commands to rearrange line numbers for menu items.
	Description	Enter the description you want to appear on the menu. It can be the name of another menu, a function, or an informational line.
	Type	Enter one of these codes to indicate the line's type: **0** = comment - descriptive information only **1** = menu file - uses another menu file when selected **2** = menu record - uses another menu from the current file **3** = run - executes an application program **4** = call - executes a public program **5** = scall - executes an operating system command **6** = info - executes a public program directly **7** = EIS - opens an EIS dashboard **8** = RW Rpt - opens a GENERAL Report Writer report
	Program	Enter the program name, menu file name, menu record name, or operating system command to execute. If you selected a type of **0**, press **Enter**.
	Param	Enter a parameter for the menu selection. If you selected a type of **0** for the line or if you do not need a parameter, press **Enter**.

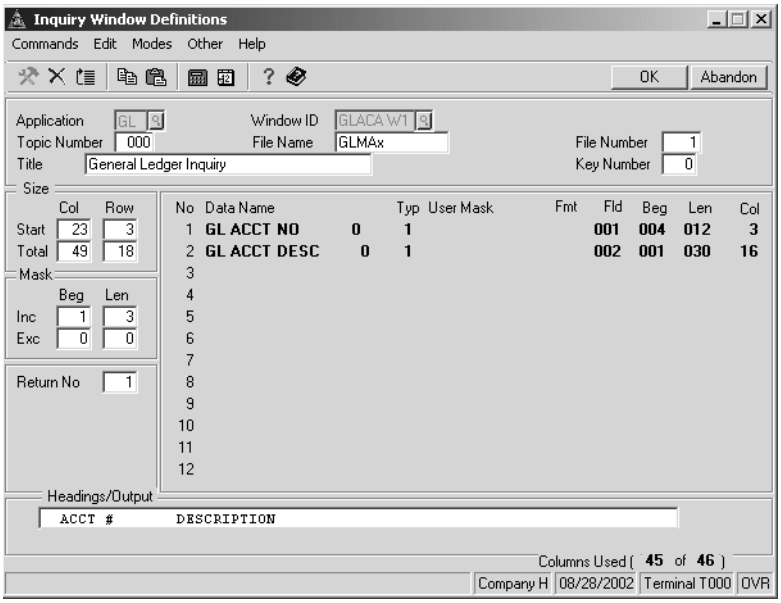
Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press **Enter**.
Move	Press **M** to move the line to a new location.
Copy	Press **C** to copy the line to another line.
Swap	Press **S** to swap the position of a line with another line.
Unique	Press **U** to create or remove unique menu items.
Title	Press **T** to go back to the **Title** field.
Write	Press **W** to write (save) the line you changed.

Inquiry Window Definitions

Use the **Inquiry Window Definitions** function to maintain the windows that appear when you use the **Inquiry** (**F2**) command. Although the inquiry windows are already set up for you, you can change the size of the window, modify data and headings, or add a window.

Select **Inquiry Windows Definitions** from the **System File Maintenance** menu. The Inquiry Windows Definitions screen appears.



Inquiry

Select the application and window ID for which you want to view or edit the window definition. Make any changes, if necessary, then use the **Proceed** (**OK**) command to save your entries. Use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Refer to the field definitions for more information.

Field Definitions

	Field Name	Description
Inquiry	**Application**	Enter the ID of the application whose windows you want to change.
Inquiry	**Window ID**	Enter the ID of the window you want to add or change. The data on file for the window appears.
Inquiry	**Copy From**	This field appears if you entered a new window ID. Enter the ID of the window you want to copy.
	Topic Number	Press **Enter** to skip this field, or enter the topic number of the data file on which this inquiry window is based.
	File Name	Enter the name of the data file to use for this window.
	File Number	Enter the channel index number on which the file will be opened by the functions.
	Title	Enter the title that you want to appear on the window.
	Key Number	Enter a sort key number for the file name you entered in the **File Name** field.
	Start Col	Enter the number that corresponds to the screen column where you want the window to start.
	Start Row	Enter the number that corresponds to the screen row where you want the window to start.
	Total Col	Enter the number of screen columns in the width of the window. The starting column plus the number of screen columns you enter must be less than 80.
	Total Row	Enter the number of screen rows in the length of the window. The length of the window plus the starting row must be less than 25.

Field Name	Description
Inc Beg/Len	Enter the position of the key where the inclusion mask begins. Then enter the length of the inclusion mask.
Exc Beg/Len	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Return No	Enter the number of the data name you want to return to the calling program.
Data Name	Enter a name for the field for reference only.
Typ	Enter the data type for the **Data Name** field: **1** to display characters **2** to display numbers **3** to display dates **4** to display telephone numbers **5** to display social security numbers
User Mask	Enter the company-defined user mask you want to use for the field.
Fmt	Enter a code that identifies the way the data should be formatted. Use any combination of these characters: **$** format as a dollar amount (defaults to two decimal places)**,** format with commas inserted where necessary **1-7** format with the specified number of decimal places **Z** format to display totals of zero when applicable
Fld	Enter the number of the data name's field in the record.

Field Name	Description
Beg/Len	Enter the character in the field at which to start and the length of the data.
Col	Enter the number of the first column to display the data.
Headings/Output	Enter the column headings as you want them to appear. (Do not press **Enter** until after you enter all the column headings.) The number of characters you can enter is determined by the width of the window.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries. This prompt appears:

Test the window?

Select **Yes** (or press **Y** in text mode) to open a test version of the inquiry window you defined, or select **No** (or press **N** in text mode) to save the information without opening a test window.

When you finish maintaining inquiry window definitions, use the **Exit** (**F7**) command to close the screen and return to the **System File Maintenance** menu.

Global Inquiry Definitions

A Global Inquiry window consolidates and lists information from other applications. These windows are valuable if you are in the middle of an application and need information from a different application but do not want to exit the current screen to retrieve this data.

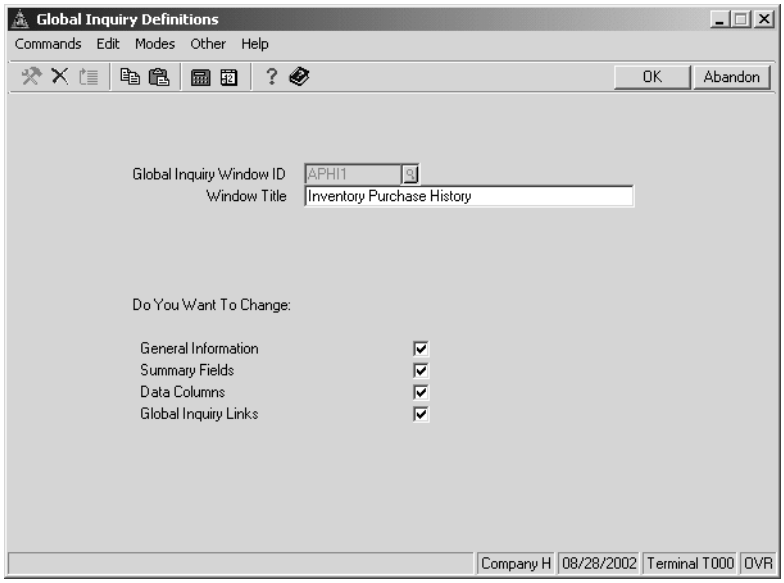
Use the **Global Inquiry Definitions** function on the **System File Maintenance** menu to design, edit, or delete windows.

To produce a list of the information entered on the Global Inquiry Definitions screen, use the **Global Inquiry Window List** function on the **Master File Lists** menu.

Screen Use

Screen	Description
Global Inquiry Definitions	Use the Global Inquiry Definitions screen to select the window you want to define or change.
Global Inquiry Definitions General Information	Use the General Information screen to view, add, or edit information about the source of the window data.
Global Inquiry Summary Fields	Use the Summary Fields screen to establish and update information that appeards in the window's header fields.
Global Inquiry Data Columns	Use the Data Columns screen to establish and update information about which data appears in the window.
Global Inquiry Definitions Global Links	Use the Global Links screen to establish and update information about which window IDs you want to link to the window ID.

Global Inquiry Definitions Screen



Field Definitions

	Field Name	Description
Inquiry	**Global Inquiry Window ID**	Enter the ID of the Global Inquiry window you want to define or change.
Inquiry	**Copy From**	This field appears if you entered a new window ID. Enter the ID of the window definition you want to copy.
	Window Title	Accept the current window title or enter a different title.

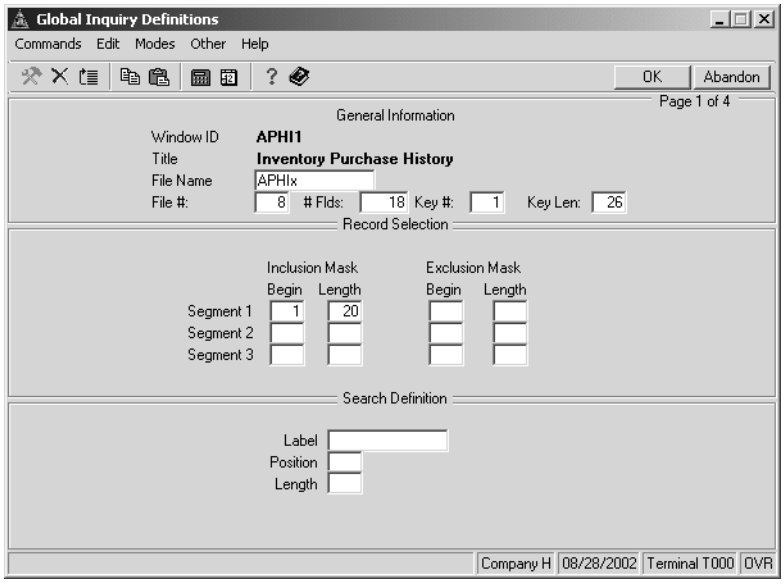
Field Name	Description
Do You Want To Change	If you want to enter or change general information, summary fields, data columns, or global inquiry links, select the appropriate box (or enter **Y** in text mode); if not, clear the appropriate box (or enter **N** in text mode).

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and continue with the first definition window you selected.

When you use the **Proceed** (**OK**) command on the last definition screen you selected, the Global Inquiry Definitions screen appears again. Enter another window ID to add or maintain, or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Global Inquiry Definitions General Information Screen



Field Definitions

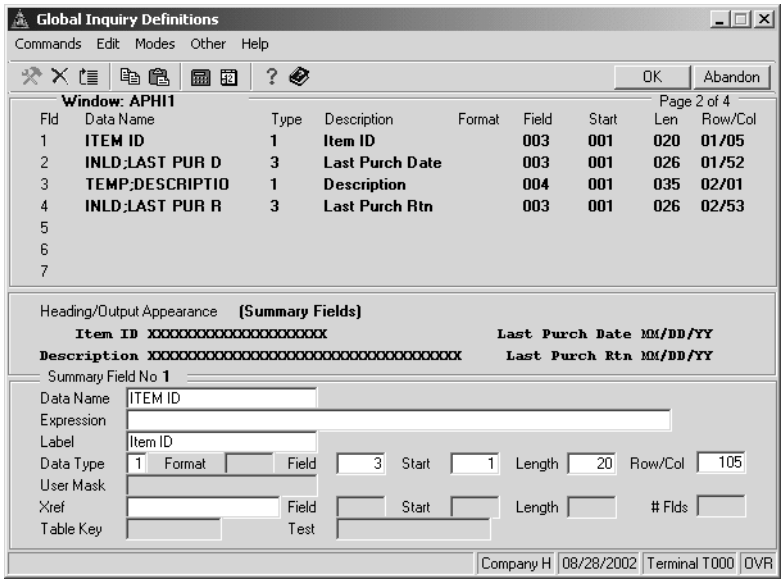
Field Name	Description
Window ID/Title	The ID of the Global Inquiry window and its description appear.
File Name	Enter the name of the central file for the window. If the file is company-specific, put a lowercase **x** after the file name.
File #	Accept the current file index number, or enter the file index number used by the data file you specified.
# Flds	Accept the current number of fields, or enter the number of fields defined for the file you specified.

Field Name	Description
Key #	Enter the key number that you want to use to display the records in the data file you selected.
Key Len	Accept the current number, or enter the length of the key number associated with the selected data file.
Inclusion Mask Begin/Length	Enter the position of the key where the segment of the inclusion mask begins. Then enter the length of the inclusion mask.
Exclusion Mask Begin/Length	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Label	Enter the label that identifies the key segment to be entered when you use the **Search** (**Insert**) command, or leave the field blank to disable the **Search** command.
Position	Enter the position in the key number where the search label is found.
Length	Enter the length in the **Search** command where the Search definition begins.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Global Inquiry Summary Fields Screen


Global Inquiry Definitions
Commands Edit Modes Other Help
OK Abandon
Window: APHI1
Page 2 of 4
Fld Data Name Type Description Format Field Start Len Row/Col
1 ITEM ID 1 Item ID 003 001 020 01/05
2 INLD;LAST PUR D 3 Last Purch Date 003 001 026 01/52
3 TEMP;DESCRIPTIO 1 Description 004 001 035 02/01
4 INLD;LAST PUR R 3 Last Purch Rtn 003 001 026 02/53
5
6
7
Heading/Output Appearance (Summary Fields)
Item ID XXXXXXXXXXXXXXXXXXX Last Purch Date MM/DD/YY
Description XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Last Purch Rtn MM/DD/YY
Summary Field No 1
Data Name ITEM ID
Expression
Label Item ID
Data Type 1 Format Field 3 Start 1 Length 20 Row/Col 105
User Mask
Xref Field Start Length # Flds
Table Key Test
Company H 08/28/2002 Terminal T000 OVR

Field Definitions

Field Name	Description
Fld	The field number appears.
Data Name/Type/ Description/Format/ Field/Start/Len/ Row/Col	The information for the defined summary fields appears. To change the information, use the **Jump** command to select the correct summary field and change the information using the fields below.
Heading/Output Appearance	A sample of how the data is listed appears in the middle section of the screen.

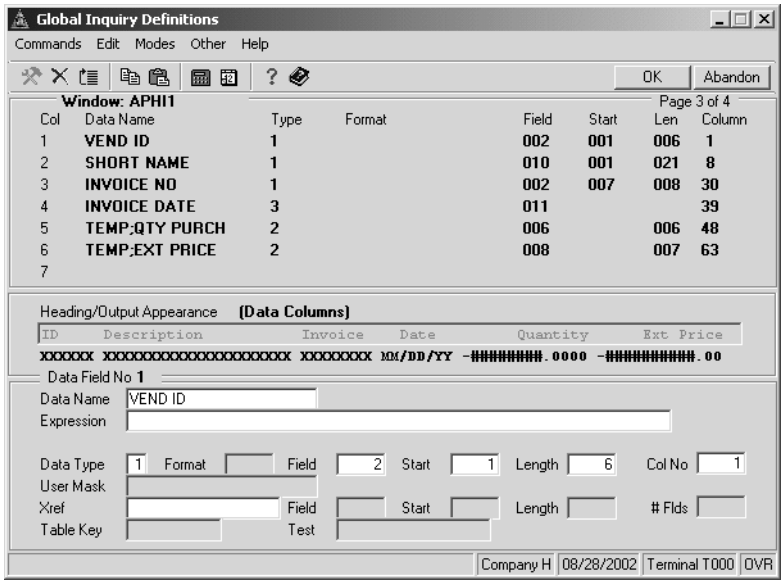
Field Name	Description
Data Name	Accept the current name for the field, enter a different name, or blank out the field if you want to enter a mathematical formula on the next line.
Expression	Enter a mathematical formula by using the Global Inquiry shorthand method or by entering valid mathematical expressions.
Label	Accept the current label for the field, enter a different label, or blank out the field.
Data Type	Accept the current data type, or enter a different value: **1** alphanumeric values **2** numeric values **3** date values **4** social security number values
User Mask	Enter the user-defined numeric mask you want to use for numeric fields.
Format	Enter the format to use for numeric data, or press **Enter** to accept the format that appears. Use any combination of these codes: **$** format as a dollar amount (defaults to two decimal places)**,** format with commas inserted where necessary **0-7** format with the specified number of decimal places **Z** format to display totals of zero when applicable
Field	Enter the field in the file, or press **Enter** to accept the field number that appears.

Field Name	Description
Start	Enter the starting position of the data within the field, or press **Enter** to accept the starting position that appears.
Length	Enter the length of the field, or press **Enter** to accept the length that appears.
Row/Col	Enter the row/column where you want the field to be positioned.
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase **xxx** after the name of the file.
Field	Enter the position of the field in the record of the specified file.
Start	For alphanumeric fields, enter the first character position in the field that you want to appear. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to appear. For other field types, leave this field blank.
# Flds	Accept the current value, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always **1**. For a cross-reference-by-table field, enter the row/column reference in the format **RxxCyy**.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Global Inquiry Data Columns Screen


Global Inquiry Definitions
Commands Edit Modes Other Help
OK Abandon
Window: APHI1
Page 3 of 4
Col Data Name Type Format Field Start Len Column
1 VEND ID 1 002 001 006 1
2 SHORT NAME 1 010 001 021 8
3 INVOICE NO 1 002 007 008 30
4 INVOICE DATE 3 011 039
5 TEMP;QTY PURCH 2 006 048
6 TEMP;EXT PRICE 2 008 007 063
7
Heading/Output Appearance (Data Columns)
ID Description Invoice Date Quantity Ext Price
XXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX MM/DD/YY -##########.0000 -############.00
Data Field No 1
Data Name VEND ID
Expression
Data Type 1 Format Field 2 Start 1 Length 6 Col No 1
User Mask
Xref Field Start Length # Flds
Table Key Test
Company H 08/28/2002 Terminal T000 OVR

Field Definitions

Field Name	Description
Col	The column number appears.
Data Name/Type Format/Field/ Start/Len/Column	The information for the defined data columns appears. To change the information, use the **Jump** command to select the correct data column and change the information using the fields below.
Heading/Output Appearance	A sample of the way the data is listed in the columns appears in the middle section of the screen.

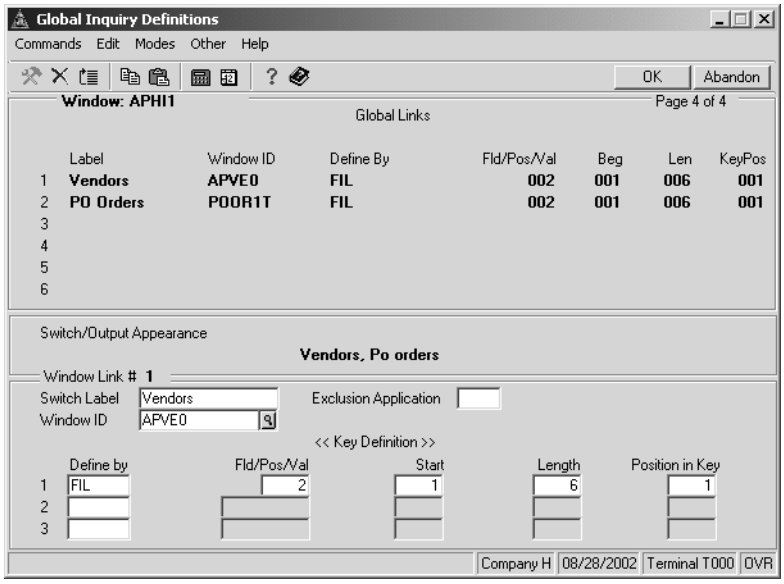
Field Name	Description
Data Name	Accept the current name for the field, enter a different name, or blank out the field if you want to enter a mathematical formula on the next line.
Expression	Enter a mathematical formula by using the Global Inquiry shorthand method or by entering valid mathematical expressions.
Data Type	Accept the current data type, or enter a new value: **1** alphanumeric values **2** numeric values **3** date values **4** social security number values
User Mask	Enter the user-defined numeric mask you want to use for numeric fields.
Format	Enter the format to use for numeric data, or press **Enter** to accept the format that appears. Use any combination of these codes: **$** format as a dollar amount (defaults to two decimal places)**,** format with commas inserted where necessary **0-7** format with the specified number of decimal places **Z** format to display totals of zero when applicable
Field	Enter the field's position in the record of the file that you specified.
Start	For alphanumeric fields, enter the first character position in the field that you want to appear. For cross-reference fields, enter the first character position of the linking field. For numeric, data, or social security number fields, leave this field blank.

Field Name	Description
Length	For alphanumeric fields, enter the length of the data that you want to appear. For cross-reference fields, enter the length of the linking field. For numeric fields, enter the number of digits to the left of the decimal place that you want to appear.
Col No	Enter the column where you want to begin listing the field.
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase **xxx** after the name of the file.
Field	Enter the field's position in the record of the specified file.
Start	For alphanumeric fields, enter the first character position in the field that you want to appear. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to appear. For other field types, leave this field blank.
# Flds	Accept the value specified in the **xxTOP** file, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always **1**. For a cross-reference-by-table field, enter the row/column reference in the format **RxxCyy**.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Global Inquiry Definitions Global Links Screen



Field Definitions

Field Name	Description
Label/Wind ID/ Define By/Fld/Pos/ Val/ Beg/Len/KeyPos	The information for the defined window links appear. To change the links, use the **Jump** command to view the link you want to change, then change the values in the fields below.
Switch/Output Appearance	The way the links appear in the window shows in the middle section of the screen.
Switch Label	Accept the label that appears for the Global Inquiry link, or enter a different label.
Window ID	Accept the current window ID, or enter the ID to which you want to link this window.

Inquiry

Field Name	Description
Define by	Enter **FIL** if the segment to be sent is in the central file. Enter **LIN** if the segment is defined as a field in the data section of the window. Enter **SUM** if the segment is defined as a field in the summary section of the window. Enter **VAL** if a user-defined literal value is to be sent.
Fld/Pos/Val	Enter the position of the field in the file list to be accessed.
Start	Enter the first character position in the field that you want to send to the next window.
Length	Enter the length of the field.
Position in Key	Enter the position that the data segment being sent is to occupy in the key used in the connecting window.

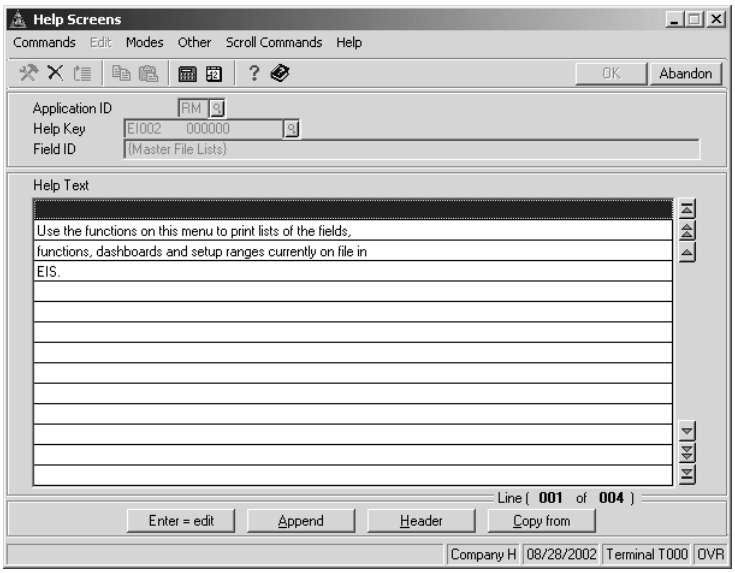
Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and return to the Global Inquiry Definitions screen. Enter another window ID to maintain, or use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Help Screens

Use the **Help Screens** function to customize an application's help screens. To produce a list of the information entered on the Help screen, use the **Help List** function on the **Master File Lists** menu.

Select **Help Screens** from the **System File Maintenance** menu. The Help Screens screen appears.


Help Screens
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Application ID RM
Help Key EI002 000000
Field ID (Master File Lists)
Help Text
Use the functions on this menu to print lists of the fields,
functions, dashboards and setup ranges currently on file in
EIS.
Line (001 of 004)
Enter = edit Append Header Copy from
Company H 08/28/2002 Terminal T000 OVR

Inquiry

Select the application and help key for which you want to view help text. The field ID appears.

Press **PgDn** to view the help text, then use the commands to add, edit, or copy information. When you are finished, use the **Exit** (**F7**) command to return to the **System File Maintenance** menu.

Refer to the field and command definitions for more information.

Field Definitions

	Field Name	Description
Inquiry	**Application ID**	Enter the ID of the application whose help screens you want to add or maintain.
Inquiry	**Help Key**	Enter the key of the help screen.
Inquiry	**Copy From**	This field appears if you enter a new help ID. Enter an existing help ID from which you want to copy text.
	Field ID	Enter the name of the field or the title of the help screen. If you leave the field blank, the Copy From screen appears. Enter a similar field ID to copy help text to this help ID. If you choose a field ID that appears in more than one program, you must select the specific program from which you want to copy. When you press **Enter**, the field ID and the help text appear.

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press **Enter**. The Help Text screen appears.
Append	Press **A** to add a new line of text to the end of existing text. The Help Text screen appears.
Header	Press **H** to return the field ID.
Copy From	Press **C** to display the Copy From screen.

Saving and Exiting

To save your entries and exit to the **System File Maintenance** menu, use the **Write** command, followed by the **Exit** (**F7**) command.

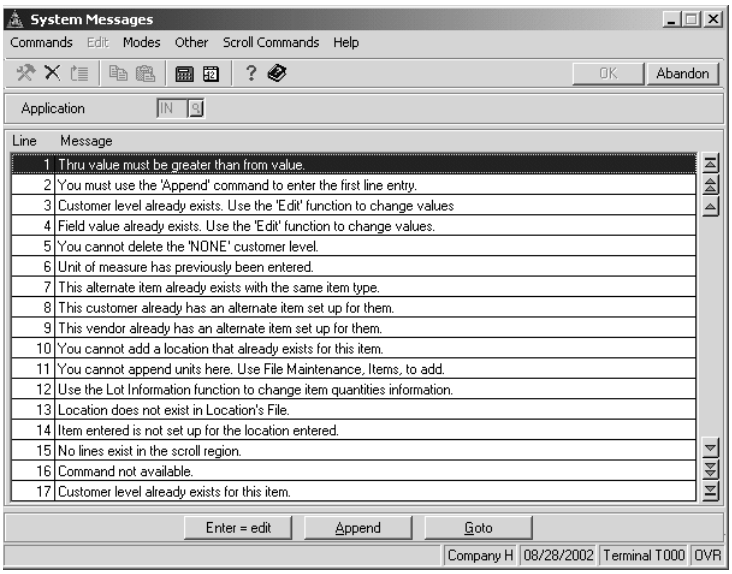
Help Text Screen



The Help Text screen appears when you add or edit a line of text on the Help Screens screen. Enter or edit the text line, then use the **Proceed** (**OK**) command to save your changes and return to the Help Screens screen.

System Messages

Use the **System Messages** function to change or add system messages in any application. **Select System Messages** from the **System File Maintenance** menu. The System Messages screen appears.


System Messages
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Application
IN
Line
Message
1 Thru value must be greater than from value.
2 You must use the 'Append' command to enter the first line entry.
3 Customer level already exists. Use the 'Edit' function to change values
4 Field value already exists. Use the 'Edit' function to change values.
5 You cannot delete the 'NONE' customer level.
6 Unit of measure has previously been entered.
7 This alternate item already exists with the same item type.
8 This customer already has an alternate item set up for them.
9 This vendor already has an alternate item set up for them.
10 You cannot add a location that already exists for this item.
11 You cannot append units here. Use File Maintenance, Items, to add.
12 Use the Lot Information function to change item quantities information.
13 Location does not exist in Location's File.
14 Item entered is not set up for the location entered.
15 No lines exist in the scroll region.
16 Command not available.
17 Customer level already exists for this item.
Enter = edit
Append
Goto
Company H
08/28/2002
Terminal T000
OVR

Inquiry

Select the application for which you want to view, edit, or add messages. The line number and message text for each message appear. If no messages are set up for the application, a screen appears where you can enter a new message.

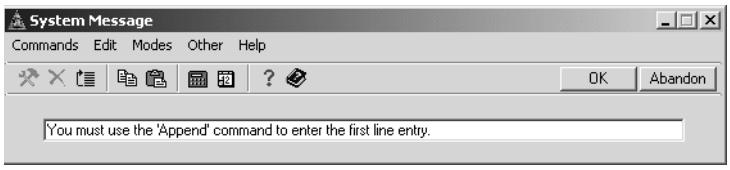
Select a command:

- Press **Enter** to edit the selected line.
- Press **A** to add a system message line to the end of the list.
- Press **G** to go to a specific system message. This command appears only when there is more than one screen of messages.

When you're finished viewing, adding, or editing system messages for the selected application, use the **Proceed** (**OK**) command to save your entries and exit to the **System File Maintenance** menu.

Adding or Editing a System Message

This screen appears when you add a new message or edit an existing one. The screen also appears when you enter the **System Messages** function if no messages have been set up for the application you selected.

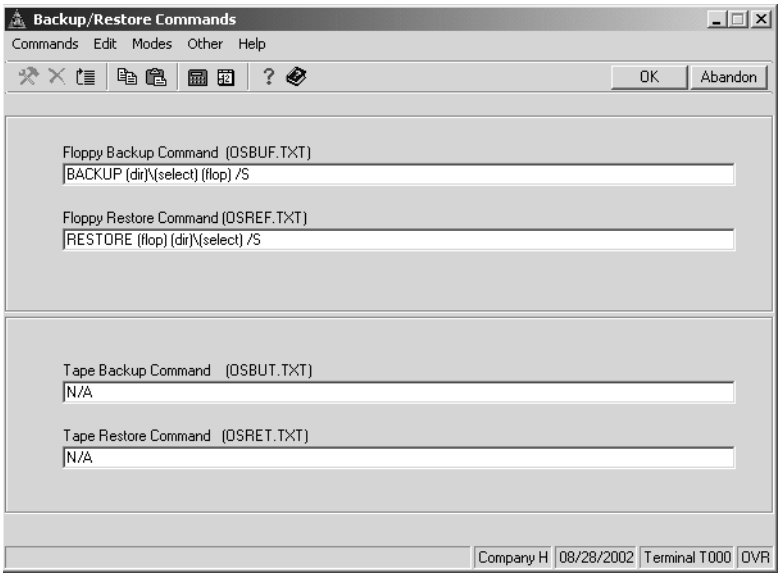


Enter or edit the system message, then use the **Proceed** (**OK**) command to save your changes and return to the System Messages screen.

Backup/Restore Commands

Use the **Backup/Restore Commands** function to customize your backup and restore commands. To produce a list of the information entered on the Backup/ Restore Commands screen, use the **Backup/Restore Commands List** function on the **Master File Lists** menu.

Select **Backup/Restore Commands** from the **System File Maintenance** menu. The Backup/Restore Commands screen appears.



Enter or edit the floppy and tape backup and restore commands, then use the **Proceed** (**OK**) command to save your changes and return to the **System File Maintenance** menu.

Refer to the field definitions for more information.

Field Definitions

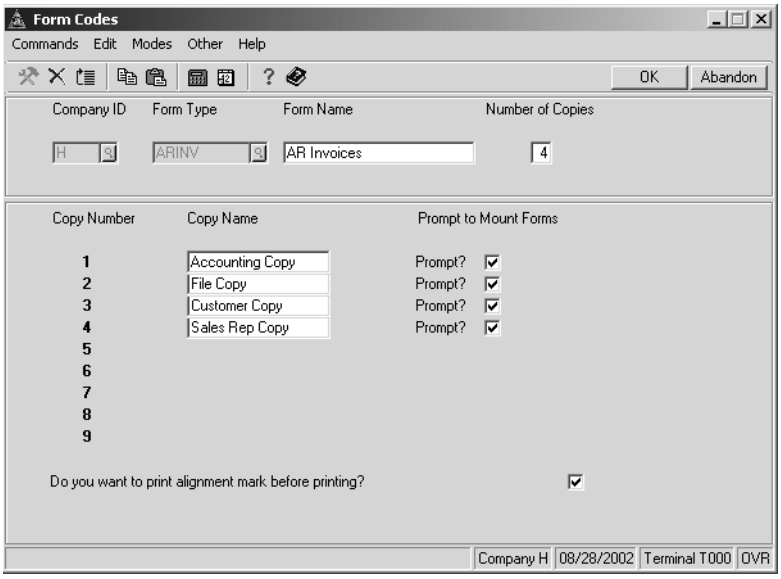
Field Name	Description
Floppy Backup Command	Enter a floppy backup command, or accept the current command. You can include these variable values: **(dir)** - the path where the files are stored **(select)** - the file name criteria that matches the application and company you requested. **(flop)** - the path for the backup media The variables are replaced by the run time values automatically when the commands are executed.
Floppy Restore Command	Enter a floppy restore command, or accept the current command. You can include the variable values listed above in the command. The variables are replaced by the run time values automatically when the commands are executed.
Tape Backup Command	Enter a tape backup command, or accept the current command. You can include these variable values: **(dir)** - the path where the files are stored **(select)** - the file name criteria that matches the application and company you requested. **(tape)** - the path for the tape device The variables are replaced by the run time values automatically when the commands are executed.
Tape Restore Command	Enter a tape restore command, or accept the current command. You can include the variable values listed above in the command. The variables are replaced by the run time values automatically when the commands are executed.

Form Codes

Use the **Form Codes** function to set up and maintain codes for the forms you use in the OSAS applications you have installed.

Form Codes are used primarily to assign copy names to laser forms that you need to print multiple times for file copies, accounting copies, and so on. Form codes can also be matched to specific printers using the **Form Printers** function (page 6-45).

Select **Form Codes** from the **System File Maintenance** menu. The Form Codes screen appears.



Inquiry

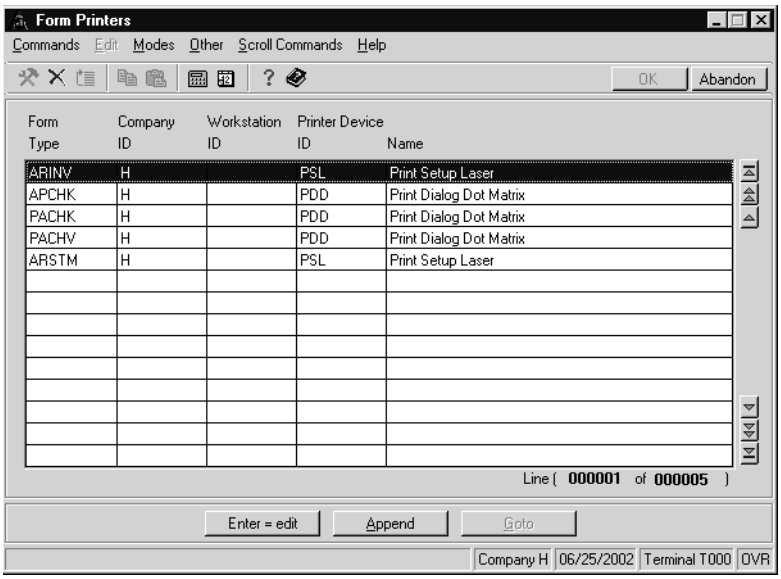
Select the company ID and form type to view the form codes you have set up for that company and form. Change the values as necessary, then use the **Proceed** (**OK**) command to save your entries. Enter another company ID to work with or use the **Exit** (**F7**) command to close the screen and return to the **System File Maintenance** menu.

Field Definitions

	Field Name	Description
Inquiry	**Company ID**	Enter the ID of the company for which you want to set up the form. **Note:** You must set up a form type that is not company-specific before you can set up a company-specific form type.
Inquiry	**Form Type**	Enter the form type you want to set up or change.
	Form Name	Enter the name for the form.
	Number of Copies	Enter the number of form copies you want to print.
	Copy Number	The copy number appears. The number of lines that appear in the list correspond to the number you entered in the **Number of Copies** field.
	Copy Name	For each copy number, enter the copy name you want to print on the corresponding form copy.
	Prompt to Mount Forms	If you want the system to prompt you to load forms into the printer for each copy (so you can change the paper stock color, for instance), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
	Do you want to print alignment mark before printing?	If you want to print an alignment mark before proceeding to print the forms, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Form Printers

Use the **Form Printers** function to set up default printers for form types. Select **Form Printers** from the **System File Maintenance** menu. The Form Printers screen appears.

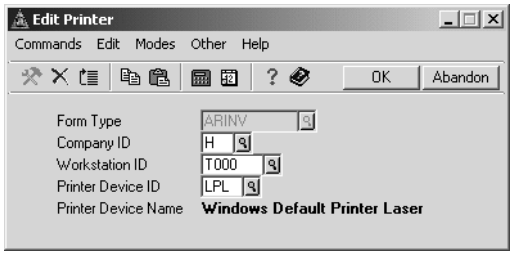


Select a command to edit or add form printer lines:

- Press **Enter** to edit the current line. The Edit Printer screen appears.
- Press **A** to add a form printer. The Append Printer screen appears.
- Press **G** to go to a specific line. (This command is available only if there is more than one screen of form printers.)

When you are finished adding or editing form printers, use the **Exit** (**F7**) command to close the screen and return to the **System File Maintenance** menu.

Append/Edit Printers Screen



The Append Printers screen appears when you press **A** to add a new form printer. The Edit Printers screen appears when you edit a form printer line. Other than the name, the screens are identical.

Follow these steps to use the screen to add or edit a form printer:

Inquiry

1. If you are adding a new printer, select the form type for which you want to set up a default printer. If you are editing an existing printer, the form type for the selected line on the Form Printers screen appears.

Inquiry

2. If the form type is company-specific, enter or edit the company ID for the form type.

Inquiry

3. If the form type is for a specific workstation, enter or edit the workstation ID.

Inquiry

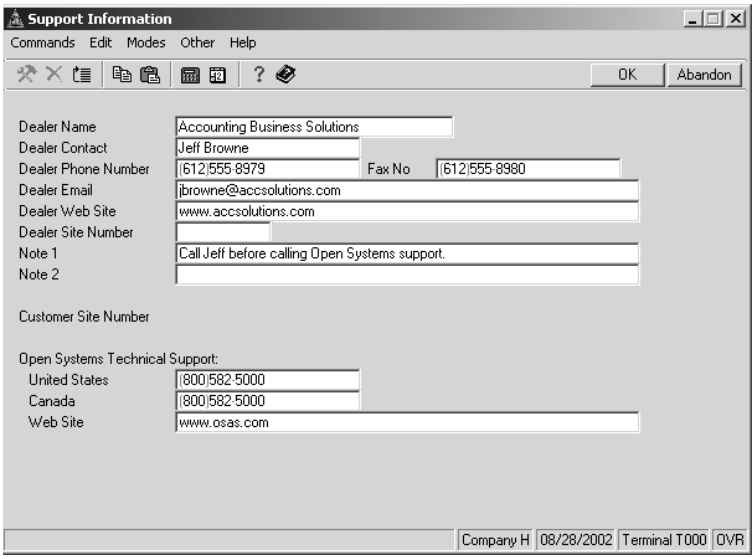
4. Enter the printer device ID for the form type. You can select only from the printers that are set up in the **Devices** function on the **Workstation Configuration** menu. The printer name appears.

5. Use the **Proceed** (**OK**) command to save your entries and return to the Form Printers screen.

Support Information

Use the **Support Information** function to enter the information that appears on the Other Commands Support Information screen. You can also access this function by pressing **Shift + F3** when a Basic Error window appears.

Select **Support Information** from the **System File Maintenance** menu. The Support Information screen appears.



1. Enter or edit your dealer's name and contact information or any notes you want to remember about the dealer.

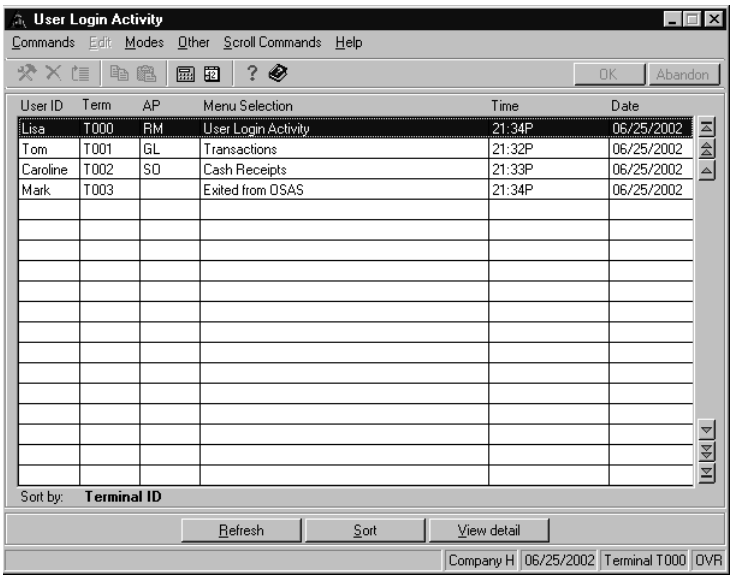
2. Enter or edit the United States or Canadian phone number you call for support and make sure the correct URL address, www.osas.com, appears in the **Web Site** field.

3. Use the **Proceed** (**OK**) command to save any changes and return to the **System File Maintenance** menu.

User Login Activity

Use the **User Login Activity** function to view which OSAS functions are in use and the last menu option accessed by other users. The **Track user login activity?** option must be set to **Yes** for the company in the **Options and Interfaces** function on the **Company Setup** menu before you can access this function.

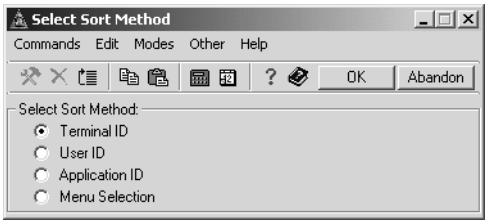
Select **User Login Activity** from the **System File Maintenance** menu. The User Login Activity screen appears.


User Login Activity
Commands Edit Modes Other Scroll Commands Help
OK Abandon
User ID Term AP Menu Selection Time Date
Lisa T000 RM User Login Activity 21:34P 06/25/2002
Tom T001 GL Transactions 21:32P 06/25/2002
Caroline T002 SO Cash Receipts 21:33P 06/25/2002
Mark T003 Exited from OSAS 21:34P 06/25/2002
Sort by: Terminal ID
Refresh Sort View detail
Company H 06/25/2002 Terminal T000 OVR

Select a command:

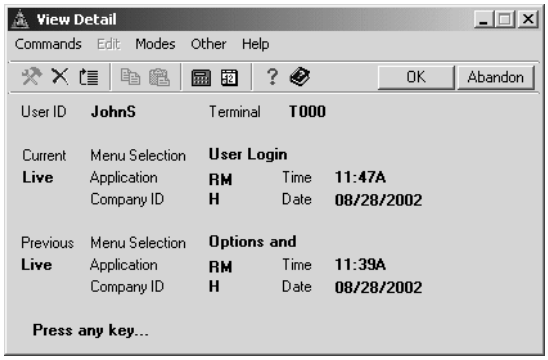
- Press **R** to refresh the information on the screen.
- Press **S** to change the order users appear on the screen. The Select Sort Method screen appears.
- Press **V** to view information for this user. The View Detail screen appears.

Select Sort Method Screen



The Select Sort Method screen appears when you click **Sort** or press **S** on the User Login Activity screen. Select the order in which you want user activity information to appear and use the **Proceed** (**OK**) command to return to the User Login Activity screen.

View Detail Screen

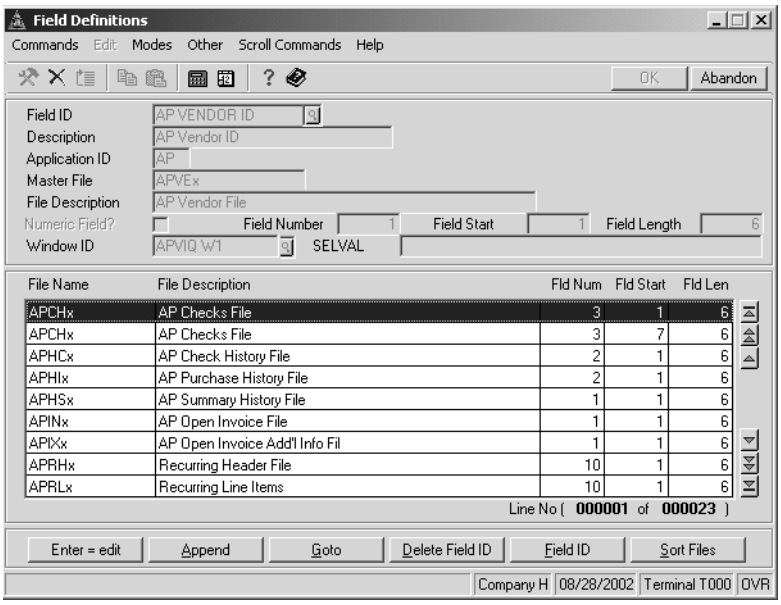


The View Detail screen appears when you click **View** or press **V** on the User Login Activity screen. The view-only screen provides detailed information about current users and the applications they are using. Press any key to close the screen and return to the User Login Activity screen.

Field Definitions

Use the **Field Definitions** function to add new codes or modify existing codes used throughout OSAS applications. Once a field is defined, you can use the **Change Fields** function to change the field throughout your OSAS data files.

Select **Field Definitions** from the **System File Maintenance** menu. The Field Definitions screen appears.


Field Definitions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Field ID AP VENDOR ID
Description AP Vendor ID
Application ID AP
Master File APVEx
File Description AP Vendor File
Numeric Field? Field Number 1 Field Start 1 Field Length 6
Window ID APVIQ W1 SELVAL
File Name File Description Fld Num Fld Start Fld Len
APCHx AP Checks File 3 1 6
APCHx AP Checks File 3 7 6
APHCx AP Check History File 2 1 6
APHIx AP Purchase History File 2 1 6
APHSx AP Summary History File 1 1 6
APINx AP Open Invoice File 1 1 6
APIXx AP Open Invoice Add'l Info Fil 1 1 6
APRHx Recurring Header File 10 1 6
APRLx Recurring Line Items 10 1 6
Line No (000001 of 000023)
Enter = edit Append Goto Delete Field ID Field ID Sort Files
Company H 08/28/2002 Terminal T000 OVR

Inquiry

1. Select the field ID to view.

2. Use the commands to work with the files the field appears in or delete the field definition. Refer to the field and command definitions for more information.

3. Use the **Proceed** (**OK**) command to save your changes, then use the **Exit** (**F7**) command to return to the **System File Maintenance** screen.

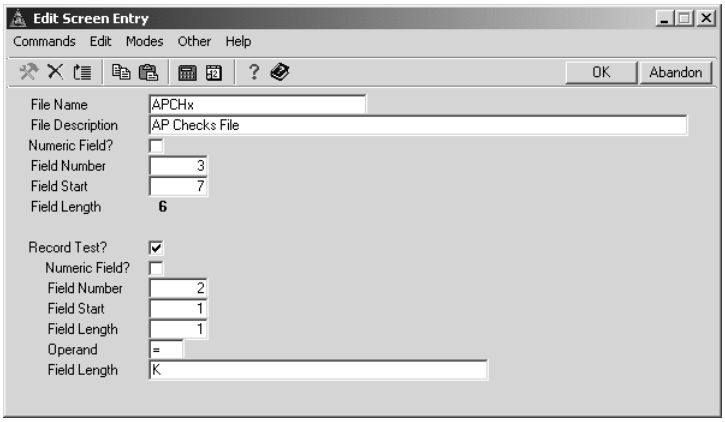
Field Definitions

	Field Name	Description
Inquiry	**Field ID**	Select the field ID you want to add or change.
	Description	Enter or edit the description of the field.
Inquiry	**Application ID**	Enter or edit the application ID to which the field belongs.
	Master File	Enter or edit the file name of the master file where the field is defined. If the master file is company-specific, append a lowercase **x** to the file name.
	File Description	Enter or edit a description of the master file.
	Numeric Field	If this field contains numeric values, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
	Field Number	Enter or edit the field number within the master file where this field is located.
	Field Start	If this is not a numeric field, enter or edit the starting position within the specified field number where this field ID begins.
	Field Length	If this is not a numeric field, enter or edit the total number of characters that this field ID uses.
Inquiry	**Window ID**	Enter or edit the ID of the inquiry window you want to use when entering field values in the **Change Fields** function.
	SELVAL	Enter or edit the selection value associated with the inquiry window, if necessary.
	File Name/ Description/Fld Num/Start/Len	The files that contain this field are listed, along with the field information where the field is located in the file.

Command Bar Definitions

Command	Description
Enter = edit	Move to the file you want to edit and press **Enter**. The Edit Screen Entry screen appears.
Append	Press **A** to add a file to the list. The Append Screen Entry screen appears.
Goto	Press **G** to go to a specific file in the list.
Delete Field ID	Press **D** to delete the entire field definition.
Field ID	Press **F** to change the field you are viewing or editing.
Sort Files	Press **S** to sort the files alphabetically.

Append/Edit Screen Entry Screen



The Append Screen Entry screen appears when you press **A** to add a file to a field definition. The Edit Screen Entry screen appears when you edit an existing file using the selected field. Other than the name, these screens are identical. Enter or edit the information as necessary, then use the **Proceed** (**OK**) command to save your changes and return to the Field Definitions screen.

Field Definitions

	Field Name	Description
Inquiry	**File Name**	Enter the name of the file that contains the field. If the file is company-specific, enter a lowercase **x** appended to the file name.
	Description	Enter the description of the file.
	Numeric Field?	If this field contains numeric values, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
	Field Number	Enter the field number within this file where the field is located.
	Field Start	If this is not a numeric field, enter the starting position within the specified field number where this field ID begins.
	Field Length	If this is not a numeric field, enter the total number of characters that this field ID uses.
	Record Test?	If this field occurs only in certain records within the file, select the box (or enter **Y** in text mode) to perform a test of each record to see if the record is of the proper type. If the field occurs in all records in the file, clear the box (or enter **N** in text mode). If you choose to perform a record test, enter the data required to identify a record within the file that contains this field.
	Numeric Field?	If the test field contains numeric values, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
	Field Number	Enter the field number within this file where the test field is located.

Field Name	Description
Field Start	If this is not a numeric test field, enter the starting position within the specified field number where the test field begins.
Field Length	If this is not a numeric test field, enter the total number of characters that the test field uses.
Operand	Enter the comparison operator that is performed to test the record. You can enter these operators: **=** to test the field for equality with the test value **<** to test the field as being less than the test value **>** to test the field as being greater than the test value **<>** to test the field as being unequal to the test value
Value	Enter the comparison value for the record test.

E-Mail Setup

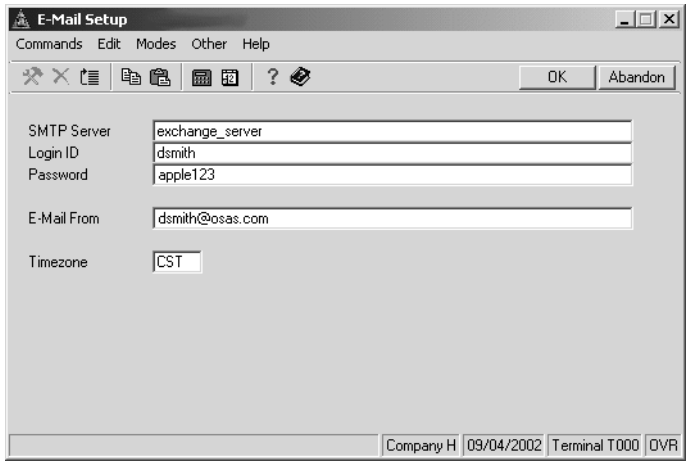
Use the **E-Mail Setup** function to enter details about the server, login ID and password, and address you use to send and receive e-mail. You must use this function to enter information about your e-mail system before you can e-mail reports to other people (when available).

Note

OSAS uses TCP/IP protocol to send e-mail messages. When it experiences problems using TCP/IP, OSAS uses a backup executable on Windows machines or a Perl script on UNIX machines to send e-mail. If you have problems sending e-mail through OSAS on UNIX machines, download Perl at www.Perl.org.

Follow these steps to set up OSAS for e-mail:

1. Select **E-Mail Setup** from the **System File Maintenance** menu. The E-Mail Setup screen appears.



2. Enter the name of your e-mail server.

3. If your SMTP server requires authentication, enter your login ID and password; otherwise, leave these fields blank.

4. Enter your e-mail address in the **E-Mail From** field.

   OSAS uses the address you entered in the **E-Mail From** field in the Workstation Configuration **Defaults** function (page 2-25) first when creating e-mail messages. If you leave that field blank, OSAS uses the address you enter here when creating e-mail messages.

5. Enter your time zone (for example, **CST** for Central Standard Time, **MDT** for Mountain Daylight Time, and so on).

6. Use the **Proceed** (**OK**) command to save your changes and return to the **System File Maintenance** menu.

7. To test the system, send an e-mail to yourself. Select a Master File List that can be e-mailed (the Options and Interfaces List, for example) and then select the e-mail option. Enter your e-mail address in the **E-Mail To** field, then use the **Proceed** (**OK**) command to send the e-mail.

   If the e-mail does not arrive, there is some problem with the information you entered about your e-mail system. Consult your IT department or network specialist for assistance.

EIS Dashboards 7

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Overview

This chapter explains the features and uses of predefined EIS Dashboards to analyze information about various accounts and functions within OPEN SYSTEMS Accounting Software. The predefined Dashboards are designed to quickly list the exact information you need without entering multiple applications.

An EIS Dashboard is a screen that lists several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the **EIS Dashboard** function to perform several tasks:

- Refresh values on a screen in case another user on a network recalculates the fields while you are viewing the dashboard.
- Recalculate the value of a field or of all fields on a screen.
- Set up initial parameters that determine which values appear on the screen.
- Change a field's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's layout or definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard with data that was saved in history.

Commands

Use the commands to move around the dashboard screen, update and recalculate the dashboard's values, view detailed information, or access a different dashboard. These commands are available in both graphical and text mode.

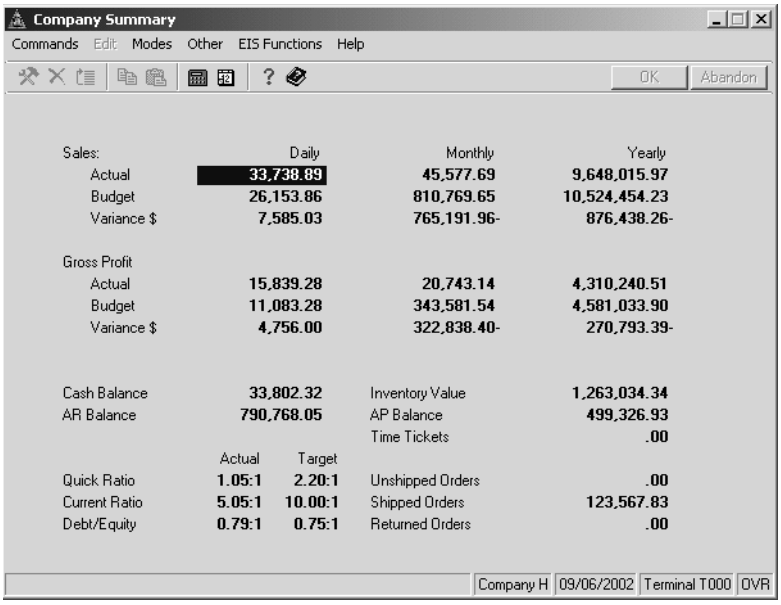
To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears, or select the command from the **EIS Functions** menu at the top of the screen. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select **Update** (or press **U**) to update the information in the fields when used on a network.
Recalc	Select **Recalc** (or press **R**) to recalculate a selected field so that you have the latest information.
Global	Select **Global** (or press **G**) to recalculate all the fields on the screen for the latest information.
Setup	Select **Setup** (or press **S**) to view information within a range.
Field	Select **Field** (or press **F**) to change the field definition.
View	Select **View** (or press **V**) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select **Edit** (or press **E**) to reconfigure the dashboard.
Load	Select **Load** (or press **L**) to load a different dashboard.
History	Select **History** (or press **H**) to display the dashboard using saved field history from a different date.
Exit (**F7**)	Press **F7** to exit the dashboard.

Company Summary

The Company Summary dashboard provides a snapshot of key financial information.

Select **Company Summary** from the **EIS Dashboards** menu. The Company Summary dashboard appears and lists sales, gross profit, and other related amounts resulting from the company's transactions.

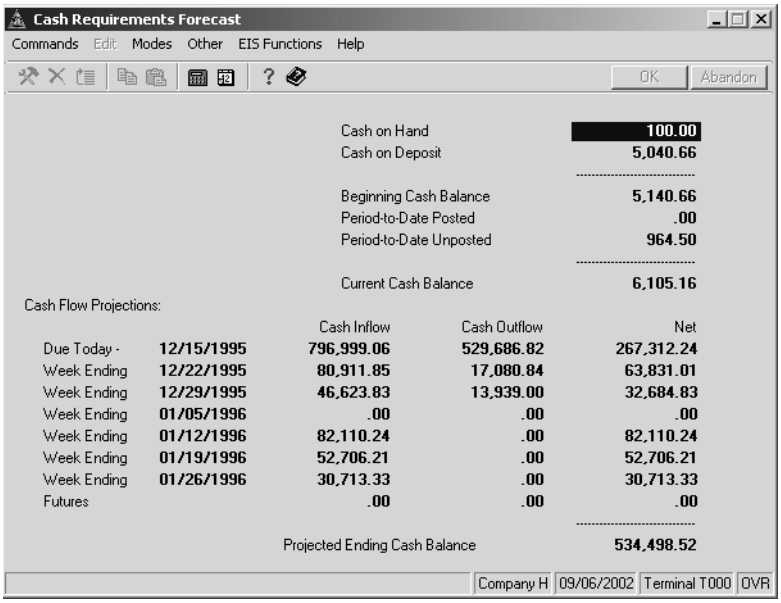


Use the commands to refresh the data or view more detailed information. See "Commands" on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Cash Requirements Forecast

The Cash Requirements Forecast dashboard displays cash flow projections.

Select **Cash Requirements Forecast** from the **EIS Dashboard** menu. The Cash Requirements Forecast dashboard appears and lists cash balances and inflow and outflow projections.

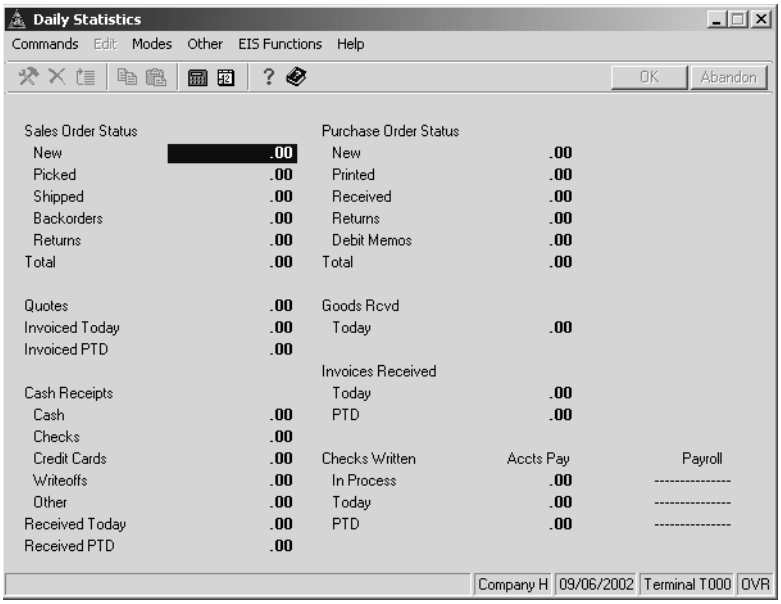

Cash Requirements Forecast
Commands Edit Modes Other EIS Functions Help
OK Abandon
Cash on Hand 100.00
Cash on Deposit 5,040.66
Beginning Cash Balance 5,140.66
Period-to-Date Posted .00
Period-to-Date Unposted 964.50
Current Cash Balance 6,105.16
Cash Flow Projections:
Cash Inflow Cash Outflow Net
Due Today - 12/15/1995 796,999.06 529,686.82 267,312.24
Week Ending 12/22/1995 80,911.85 17,080.84 63,831.01
Week Ending 12/29/1995 46,623.83 13,939.00 32,684.83
Week Ending 01/05/1996 .00 .00 .00
Week Ending 01/12/1996 82,110.24 .00 82,110.24
Week Ending 01/19/1996 52,706.21 .00 52,706.21
Week Ending 01/26/1996 30,713.33 .00 30,713.33
Futures .00 .00 .00
Projected Ending Cash Balance 534,498.52
Company H 09/06/2002 Terminal T000 OVR

Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Daily Statistics

The Daily Statistics dashboard provides current data on sales, purchases, cash receipts, and checks produced.

Select **Daily Statistics** from the **EIS Dashboard** menu. The Daily Statistics dashboard appears and lists amounts resulting from today's transactions.

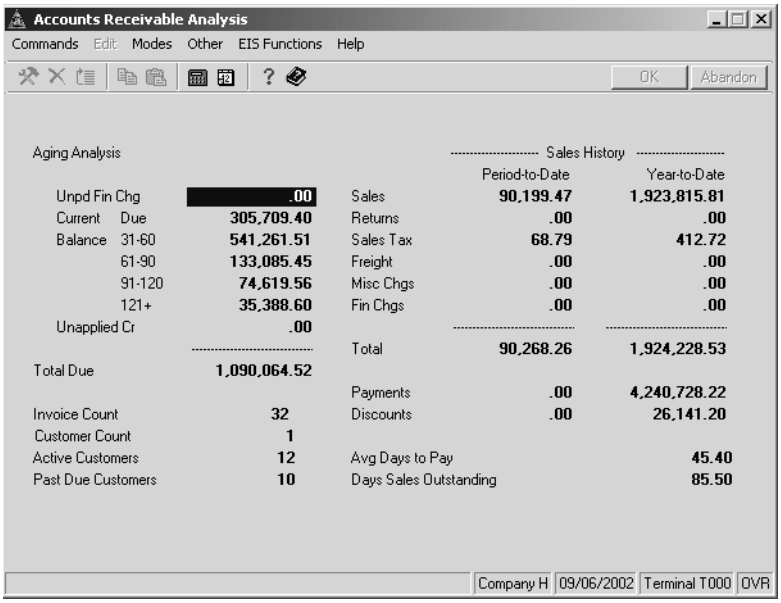


Use the commands to refresh the data or view more detailed information. See "Commands" on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Accounts Receivable Analysis

The Accounts Receivable Analysis dashboard provides aging, historical, and other key information from Accounts Receivable and Sales Order.

Select **Accounts Receivable Analysis** from the **EIS Dashboard** menu. The Accounts Receivable Analysis dashboard appears and lists aging and sales amounts for analysis.

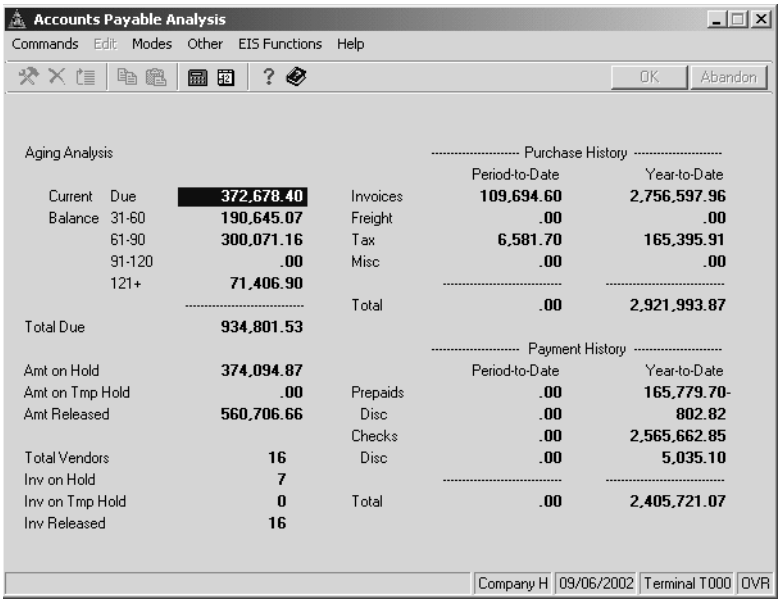


Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Accounts Payable Analysis

The Accounts Payable Analysis dashboard provides aging, historical, and other key information from Accounts Payable and Purchase Order.

Select **Accounts Payable Analysis** from the **EIS Dashboard** menu. The Accounts Payable Analysis dashboard appears and lists aging and purchase amounts for analysis.

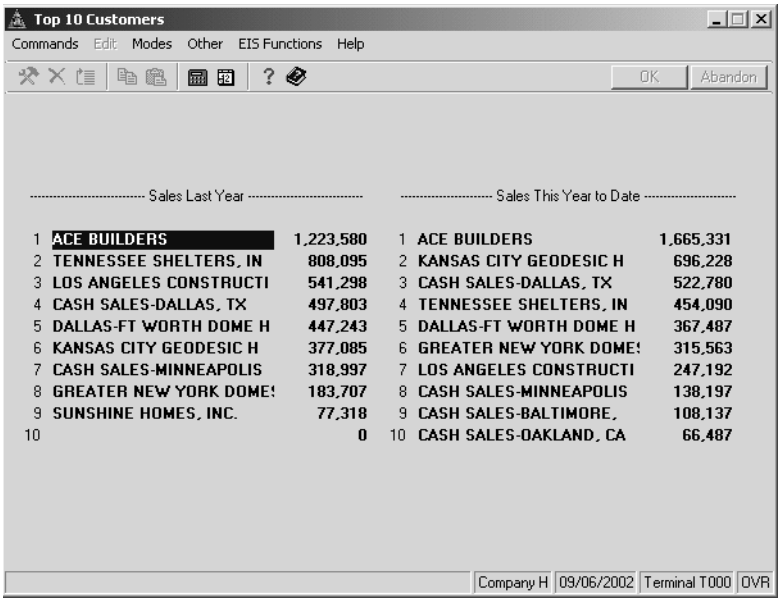


Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Top 10 Customers

The Top 10 Customers dashboard provides a list of the 10 customers with the highest sales amount in the current and prior years.

Select **Top 10 Customers** from the **EIS Dashboard** menu. The Top 10 Customers dashboard appears and lists the 10 highest sales amounts for your customers.

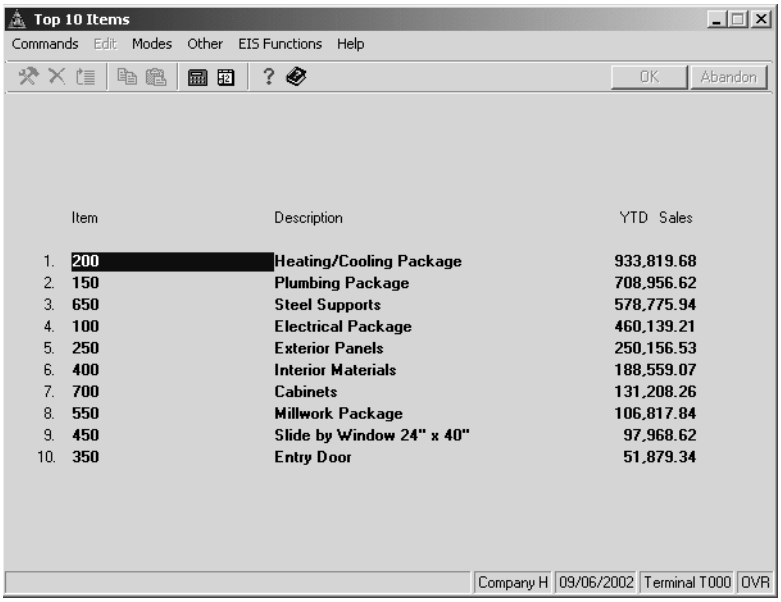

Top 10 Customers
Commands Edit Modes Other EIS Functions Help
OK Abandon
Sales Last Year
Sales This Year to Date
1 ACE BUILDERS 1,223,580
2 TENNESSEE SHELTERS, IN 808,095
3 LOS ANGELES CONSTRUCTI 541,298
4 CASH SALES-DALLAS, TX 497,803
5 DALLAS-FT WORTH DOME H 447,243
6 KANSAS CITY GEODESIC H 377,085
7 CASH SALES-MINNEAPOLIS 318,997
8 GREATER NEW YORK DOME! 183,707
9 SUNSHINE HOMES, INC. 77,318
10 0
1 ACE BUILDERS 1,665,331
2 KANSAS CITY GEODESIC H 696,228
3 CASH SALES-DALLAS, TX 522,780
4 TENNESSEE SHELTERS, IN 454,090
5 DALLAS-FT WORTH DOME H 367,487
6 GREATER NEW YORK DOME! 315,563
7 LOS ANGELES CONSTRUCTI 247,192
8 CASH SALES-MINNEAPOLIS 138,197
9 CASH SALES-BALTIMORE, 108,137
10 CASH SALES-OAKLAND, CA 66,487
Company H 09/06/2002 Terminal T000 OVR

Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Top 10 Items

The Top 10 Items dashboard provides a list of the top 10 items ranked by year-to-date sales dollars.

Select **Top 10 Items** from the **EIS Dashboards** menu. The Top 10 Items dashboard appears and lists the items the company sells most often.

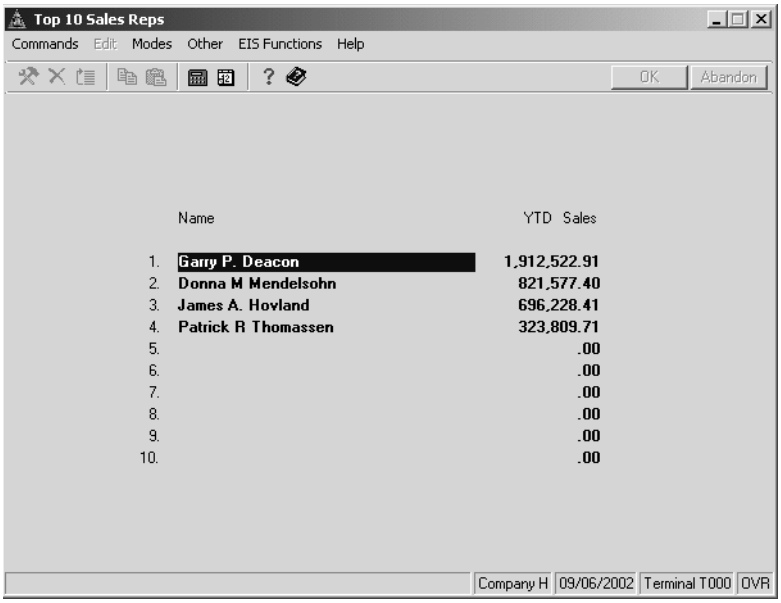

Top 10 Items
Commands Edit Modes Other EIS Functions Help
OK Abandon
Item Description YTD Sales
1. 200 Heating/Cooling Package 933,819.68
2. 150 Plumbing Package 708,956.62
3. 650 Steel Supports 578,775.94
4. 100 Electrical Package 460,139.21
5. 250 Exterior Panels 250,156.53
6. 400 Interior Materials 188,559.07
7. 700 Cabinets 131,208.26
8. 550 Millwork Package 106,817.84
9. 450 Slide by Window 24" x 40" 97,968.62
10. 350 Entry Door 51,879.34
Company H 09/06/2002 Terminal T000 OVR

Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Top 10 Sales Reps

The Top 10 Sales Reps dashboard provides a list of the top 10 sales representatives ranked by year-to-date sales dollars.

Select **Top 10 Sales Reps** from the **EIS Dashboard** menu. The Top 10 Sales Reps dashboard appears and lists the highest performing sales representatives.

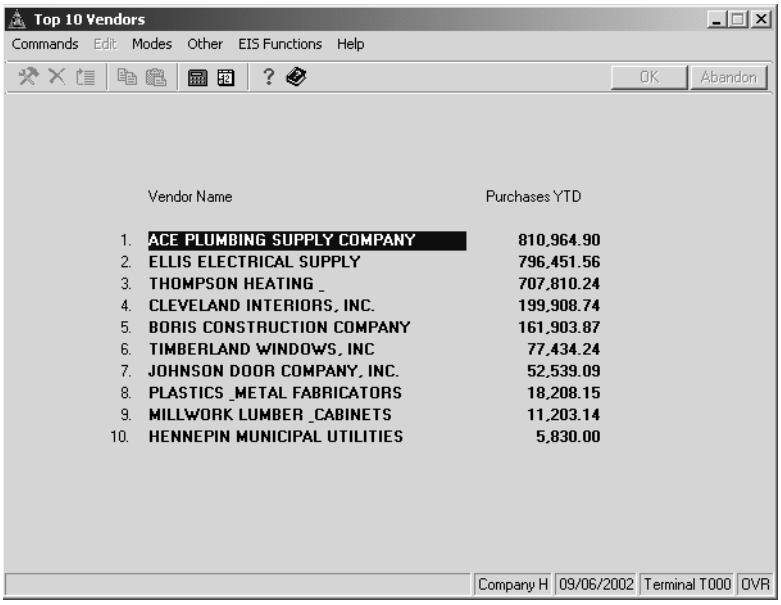


Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Top 10 Vendors

The Top 10 Vendors dashboard provided a list of the top 10 vendors ranked by year-to-date purchases.

Select **Top 10 Vendors** from the **EIS Dashboard** menu. The Top 10 Vendors dashboard appears and lists the vendors from which the company purchases most often.


Top 10 Vendors
Commands Edit Modes Other EIS Functions Help
OK Abandon
Vendor Name
Purchases YTD
1. ACE PLUMBING SUPPLY COMPANY 810,964.90
2. ELLIS ELECTRICAL SUPPLY 796,451.56
3. THOMPSON HEATING _ 707,810.24
4. CLEVELAND INTERIORS, INC. 199,908.74
5. BORIS CONSTRUCTION COMPANY 161,903.87
6. TIMBERLAND WINDOWS, INC 77,434.24
7. JOHNSON DOOR COMPANY, INC. 52,539.09
8. PLASTICS _METAL FABRICATORS 18,208.15
9. MILLWORK LUMBER _CABINETS 11,203.14
10. HENNEPIN MUNICIPAL UTILITIES 5,830.00
Company H 09/06/2002 Terminal T000 OVR

Use the commands to refresh the data or view more detailed information. See “Commands” on page 7-3 for more information. Press **F7** to exit the dashboard and return to the **EIS Dashboard** menu.

Executive Information Summary 8

EIS Dashboard Display 8-3

EIS - Reports

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Dashboard History 8-9
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EIS - Periodic Maintenance

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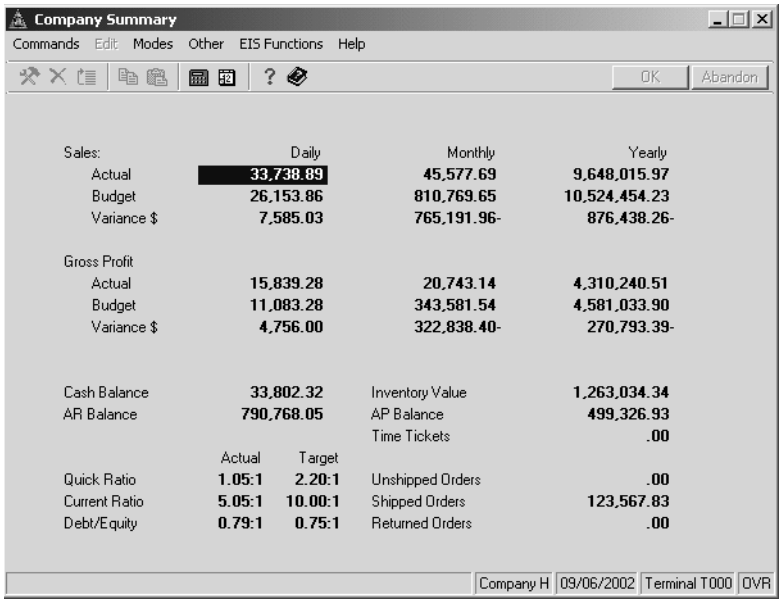
EIS Dashboard Display

An EIS Dashboard is a screen that displays several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the **EIS Dashboard Display** function to do several tasks:

- Refresh the values of fields on a screen in case another user on a network recalculates the fields while you are viewing the dashboard.
- Recalculate the value of a field or of all fields on a screen.
- Set up initial parameters that determine which values appear on the screen.
- Change a fields's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard that was saved in history.

Select **EIS Dashboard Display** from the **Executive Information Summary** menu. A generic EIS dashboard appears.



You can customize the EIS Dashboard, producing many combinations of screen layouts. Refer to the command definitions for information on the commands you can use to customize the dashboard for your own use.

You can also change or create the field definitions, setup IDs, or functions used in the dashboard. See see “Field Definitions” on page 8-19, “Setup” on page 8-23, “Functions” on page 8-27, and “Dashboard Editor” on page 8-33 for more information.

Command Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select **Update** (or press **U**) to update the information in the fields when used on a network.
Recalc	Select **Recalc** (or press **R**) to recalculate a field so that you have the latest information.
Global	Select **Global** (or press **G**) to recalculate all the fields on the screen for the latest information.
Setup	Select **Setup** (or press **S**) to view information within a range.
Field	Select **Field** (or press **F**) to change the field definition.
View	Select **View** (or press **V**) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select **Edit** (or press **E**) to reconfigure the dashboard.
Load	Select **Load** (or press **L**) to load a different dashboard.
History	Select **History** (or press **H**) to view the EIS Dashboard using saved field history from a different date.

Saving and Exiting

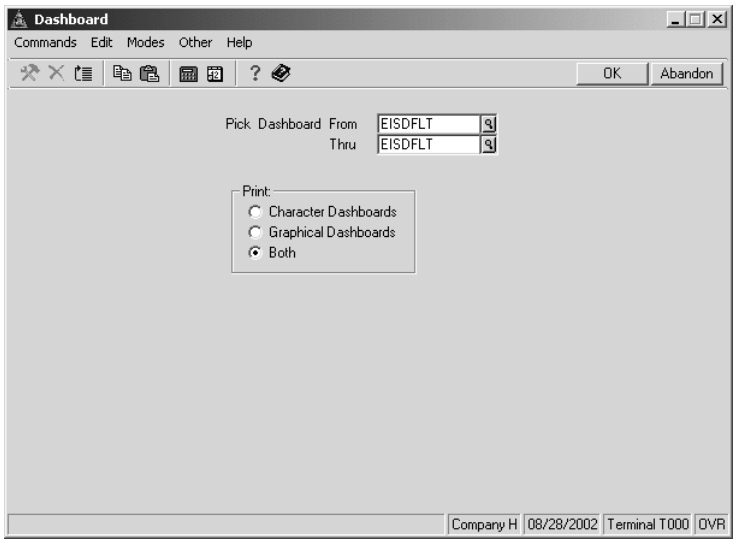
Use the **Exit** (**F7**) command to return to the **Executive Information Summary** menu.

Dashboard

The **EIS Dashboard Report** contains information about an EIS Dashboard or a group of EIS Dashboards. A sample EIS Dashboard Report is on page 8-8.

Follow these steps to print or view the **EIS Dashboard Report**:

1. Select **EIS Dashboard Report** from the **EIS - Reports** menu. The EIS Dashboard Report screen appears.



Inquiry

2. Select the range of dashboards to print in the report.

3. Select the type of dashboards to include (text-based character dashboards, graphical dashboards, or both).

4. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for information on output devices. After the report is produced, the **EIS - Reports** menu appears.

EIS Dashboard Report

8/28/2002 Builders Supply Page 1
1:31 PM EIS Dashboard Report

Dashboard EISDFLT Company Summary - Character

Field ID	Description Last Updated By	Current Value	Last Updated at Status
DAYACTSL	Daily Actual Sales T000	31,023.33	08/28/2002 15:28:40 No Errors
MTDACTSL	Monthly Actual Sales T000	937,513.23	08/28/2002 15:28:40 No Errors
YTDACTSL	Yearly Actual Sales T000	7,072,061.79	08/28/2002 15:28:40 No Errors
DAYBUDSL	Daily Budgeted Sales T000	23,024.04	08/28/2002 15:28:40 No Errors
MTDBUDSL	Monthly Budgeted Sales T000	713,745.24	08/28/2002 15:28:40 No Errors
YTDBUDSL	Yearly Budgeted Sales T000	6,898,965.36	08/28/2002 15:28:40 No Errors
DAYVARSL	Daily Sales Variance T000	7,999.29	08/28/2002 15:28:40 No Errors
MTDVARSL	Monthly Sales Variance T000	223,767.99	08/28/2002 15:28:40 No Errors
YTDVARSL	Yearly Sales Variance T000	173,096.43	08/28/2002 15:28:40 No Errors
DAYACTPR	Daily Actual Profit T000	14,430.08	08/28/2002 15:28:40 No Errors
MTDACTPR	Monthly Actual Profit T000	388,995.02	08/28/2002 15:28:40 No Errors
YTDACTPR	Yearly Actual Profit T000	3,205,050.53	08/28/2002 15:28:40 No Errors
DAYBUDPR	Daily Budgeted Profit T000	10,708.85	08/28/2002 15:28:40 No Errors
MTDBUDPR	Monthly Budgeted Profit T000	331,974.41	08/28/2002 15:28:40 No Errors
YTDBUDPR	Yearly Budgeted Profit T000	2,940,966.71	08/28/2002 15:28:40 No Errors
DAYVARPR	Daily Profit Variance T000	3,721.23	08/28/2002 15:28:40 No Errors
MTDVARPR	Monthly Profit Variance T000	57,020.61	08/28/2002 15:28:40 No Errors
YTDVARPR	Yearly Profit Variance T000	264,083.82	08/28/2002 15:28:40 No Errors
CASHBAL	Cash Balance T000	32,863.54	08/28/2002 15:28:40 No Errors
INVVALUE	Inventory Valuation T000	1,311,391.21	08/28/2002 15:28:40 No Errors
ARBAL	Accounts Receivable Balance T000	790,780.38	08/28/2002 15:28:40 No Errors

Dashboard History

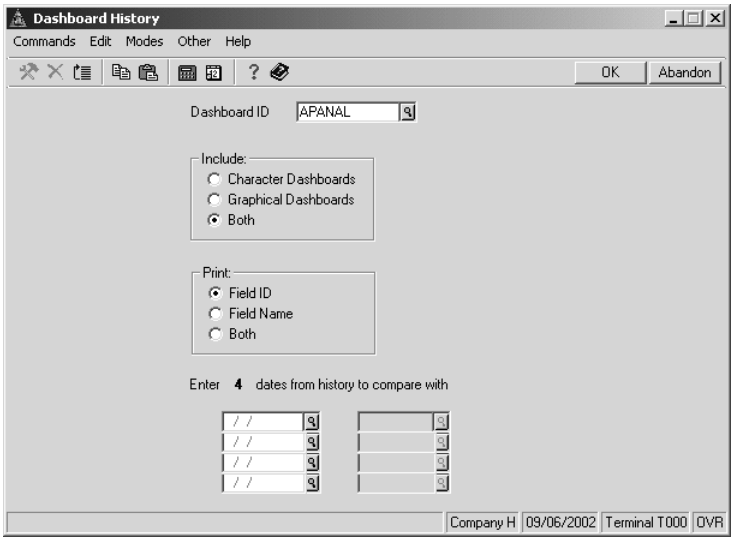
The **Dashboard History Report** contains the values in the EIS Dashboards that you have saved using the **Global Dashboard Update** function (see page 8-15). Use this report to discover important trends in your business.

This function is unavailable if the Resource Manager **Keep value files history for EIS?** option is set to **No** for the current company in the **Options and Interfaces** function on the **Company Setup** menu.

A sample report is on page 8-11.

Follow these steps to print or view the **Dashboard History** report.

1. Select **Dashboard History** from the **EIS - Reports** screen. The Dashboard History screen appears.



Inquiry

2. Select the dashboard for which you want to print historical information.

3. Select the type of dashboard you want to include in the report. You can include the fields in the text-based character dashboard, the fields in the graphical dashboard, or the fields in both dashboards.

4. Select the field information you want to include in the report. You can include the field ID only, the field description only, or both.

   The more descriptive information you include, the fewer historical columns you can print on the report.

5. Depending on the size of the selected dashboard's fields and the amount of information you elect to print, you can print data from one to four historical dates and times on the report.

Inquiry

   For each historical column, enter the date and time of the historical data you want to print on the report.

6. Select the output device to begin printing the report. See "Output the Report" on page 1-60 for information on output devices. After the report is produced, the **EIS - Reports** menu appears.

EIS Dashboard History Report

```
08/06/2002                                Builders Supply                          Page    1
11:29 PM                          EIS Dashboard History Report

Dashboard  CASHFLOW  Cash Requirements Forecast - Graphical
Field ID Field name                                08/06/02
                                                   23:16

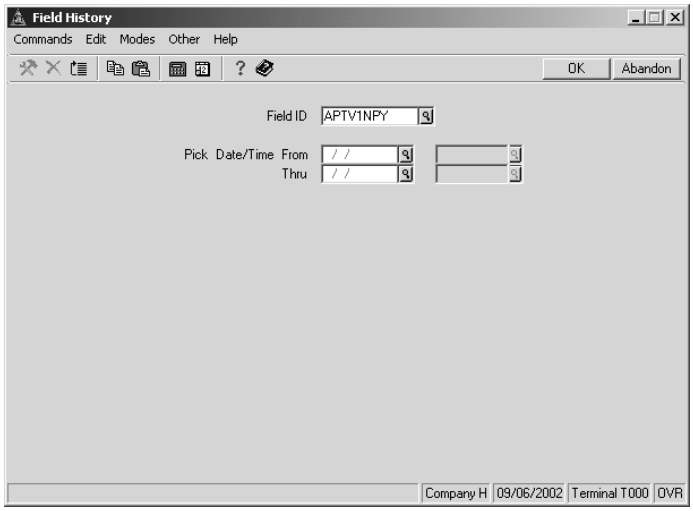
---------- ------------------------------------------------------------ ----------------
GLCOHBEG GL Cash on Hand Bal -- Beginning of Curr Period                        100.00
GLCODEBG GL Cash on Deposit Bal -- Beginning of Curr Period                  5,040.66
GLCSHBEG GL Cash Bal -- Beginning of Curr Period                             5,140.66
GLCSHACT GL Cash Bal -- Activity for Curr Period                                 .00
GLCSHUNL GL Cash Bal -- Unposted for Curr Period                              964.50
GLCSHCUR GL Cash Bal -- Activity for Curr Period                             6,105.16
CFAPD0   Cash Flow Analysis -- AP Date Today                    12/06/2000
CFAPN0   Cash Flow Analysis -- AR Net Due Today                    268,823.99
CFAPM0   Cash Flow Analysis -- AP Net Due Today                    418,061.56
CFNET0   Cash Flow Analysis -- AR-AP Net Due Today                 149,237.57-
CFAPD1   Cash Flow Analysis -- AP Date Week 1                    12/13/2000
CFAPN1   Cash Flow Analysis -- AR Net Due Week 1                     519,182.72
CFAPM1   Cash Flow Analysis -- AP Net Due Week 1                          .00
CFNET1   Cash Flow Analysis -- AR-AP Net Due Week 1                 519,182.72
CFAPD2   Cash Flow Analysis -- AP Date Week 2                    12/20/2000
CFAPN2   Cash Flow Analysis -- AR Net Due Week 2                      89,904.20
CFAPM2   Cash Flow Analysis -- AP Net Due Week 2                     128,706.10
CFNET2   Cash Flow Analysis -- AR-AP Net Due Week 2                 38,801.90-
CFAPD3   Cash Flow Analysis -- AP Date Week 3                    12/27/2000
CFAPN3   Cash Flow Analysis -- AR Net Due Week 3                      46,623.83
CFAPM3   Cash Flow Analysis -- AP Net Due Week 3                      13,939.00
CFNET3   Cash Flow Analysis -- AR-AP Net Due Week 3                  32,684.83
CFAPD4   Cash Flow Analysis -- AP Date Week 4                    01/03/2001
CFAPN4   Cash Flow Analysis -- AR Net Due Week 4                          .00
CFAPM4   Cash Flow Analysis -- AP Net Due Week 4                          .00
CFNET4   Cash Flow Analysis -- AR-AP Net Due Week 4                       .00
CFAPD5   Cash Flow Analysis -- AP Date Week 5                    01/10/2001
CFAPN5   Cash Flow Analysis -- AR Net Due Week 5                    73,863.92
CFAPM5   Cash Flow Analysis -- AP Net Due Week 5                          .00
CFNET5   Cash Flow Analysis -- AR-AP Net Due Week 5                 73,863.92
CFAPD6   Cash Flow Analysis -- AP Date Week 6                    01/17/2001
CFAPN6   Cash Flow Analysis -- AR Net Due Week 6                    55,246.32
CFAPM6   Cash Flow Analysis -- AP Net Due Week 6                          .00
CFNET6   Cash Flow Analysis -- AR-AP Net Due Week 6                 55,246.32
CFAPN7   Cash Flow Analysis -- AR Net Due Beyond                    36,419.54
CFAPM7   Cash Flow Analysis -- AP Net Due Beyond                          .00
CFNET7   Cash Flow Analysis -- AR-AP Net Due Beyond                 36,419.54
CFNETTOT Cash Flow Report -- Ending Cash Balance                   534,498.52
*** End of Report ***
```

Field History

The **Field History Report** contains historical information about a field that you specify. You can specify that the report contain all the available history information about the field or only the information within a range of dates. It eliminates the need to produce several history reports. A sample **Field History Report** is on page 8-14.

Follow these steps to produce the **Field History Report**:

1. Select **Field History** from the **EIS - Reports** menu. The Field History screen appears.



Inquiry

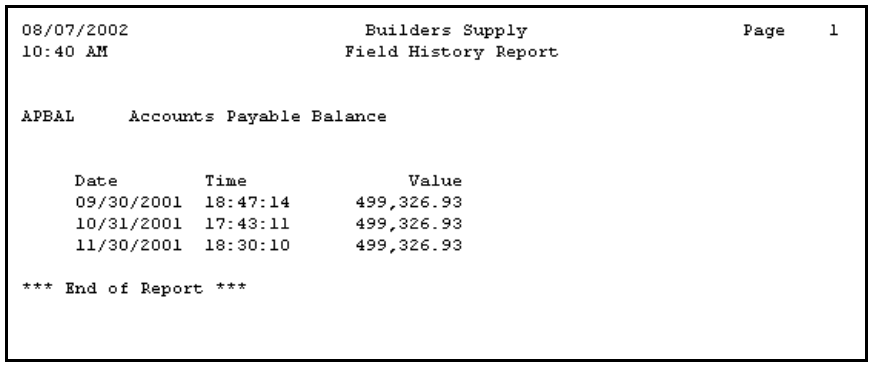
2. Select the field ID for which you want to print a report.

Inquiry

3. Enter the range of dates and times for which you want to print values.

4. Select the output device to being printing the report. See “Output the Report” on page 1-60 for information on output devices. After the report is produced, the **EIS - Reports** menu appears.

Field History Report



```
08/07/2002                      Builders Supply                      Page    1
10:40 AM                     Field History Report


APBAL     Accounts Payable Balance

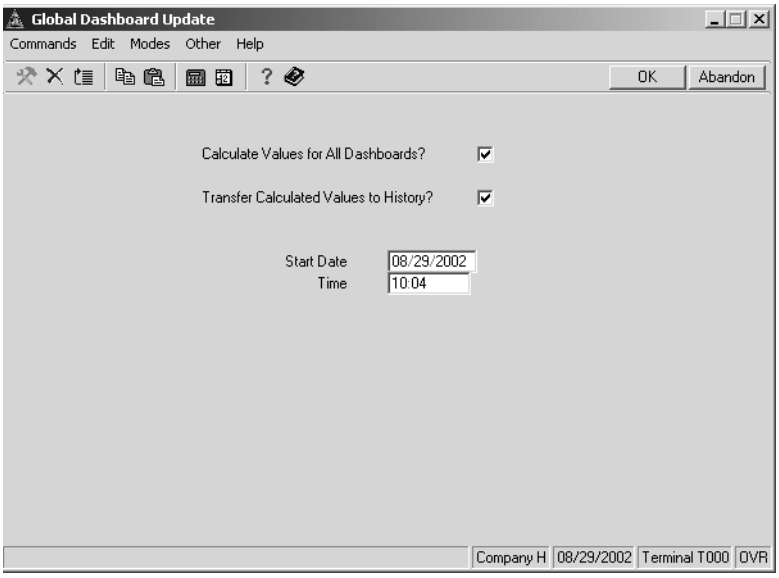

     Date        Time              Value
     09/30/2001  18:47:14      499,326.93
     10/31/2001  17:43:11      499,326.93
     11/30/2001  18:30:10      499,326.93

*** End of Report ***
```

Global Dashboard Update

Use the **Global Dashboard Update** function on the **EIS–Periodic Maintenance** menu to recalculate all the fields on all the EIS Dashboards, to save the values of the screens in history, or both.

Select **Global Dashboard Update** from the **EIS - Periodic Maintenance** menu. The Global Dashboard Update screen appears.



If you want to calculate the values for all dashboards, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

If you want to transfer the values to history, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

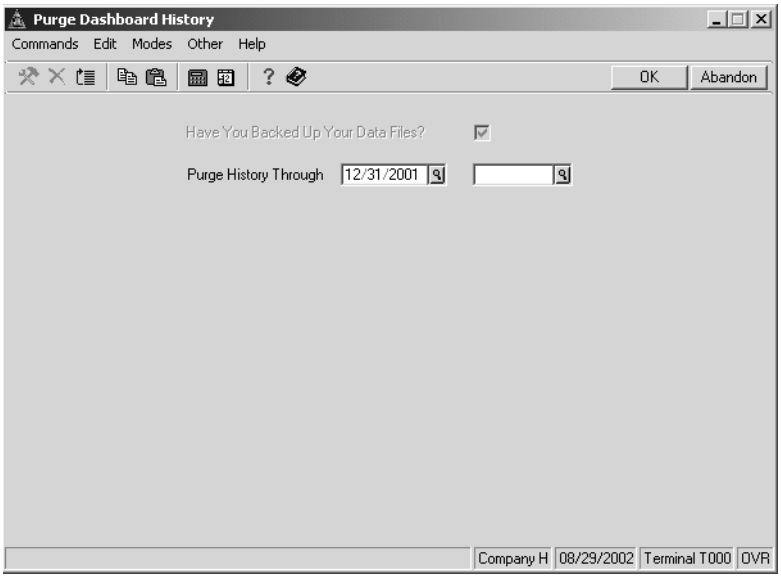
The current system date and time appear in the **Start Date** and **Time** fields. Change these values if necessary. If you enter a later date or time, the system waits until that date and time to begin the calculation after you use the **Proceed** (**OK**) command to start the process.

Use the **Proceed** (**OK**) command to start the update process. When the process completes, the **EIS - Periodic Maintenance** menu appears.

Purge Dashboard History

Use the **Purge Dashboard History** function on the **EIS–Periodic Maintenance** menu to remove EIS Dashboard records from the Field History file. This function is valuable if you want to eliminate historical data you no longer need.

Select **Purge Dashboard History** from the **EIS - Periodic Maintenance** menu. The Purge Dashboard History screen appears.



If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). You must back up your files before you can begin the purge process.

Inquiry

Enter the date and time before which you want to purge historical data, then use the **Proceed** (**OK**) command to purge history and return to the **EIS - Periodic Maintenance** menu.

Field Definitions

Use the **Field Definitions** function on the **EIS–File Maintenance** menu to create or modify these attributes of a field: description, display mask, function ID, setup ID, and math formula.

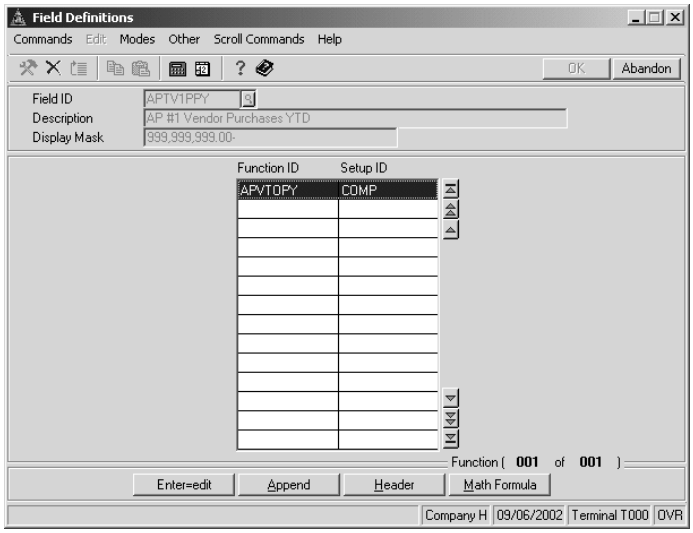
If you intend to use only the functions and setup IDs that are already defined in the system, you are ready to use the information as is and do not need to use the **Field Definitions** function. If you intend to define the field in terms of functions and setup IDs that have not been established, use the **Setup** function (page 8-23) and the **Functions** function (page 8-27) to enter this information before using the **Field Definitions** function to define your fields.

To produce a list of the information entered on the Field Definitions screen, use the **Field Definitions List** function on the **EIS–Master File Lists** menu.

Screen Use

Screen	Description
Field Definitions	Use the Field Definitions screen to create or modify a field.
Math Formula	Use the Math Formula screen to enter a formula for the field on the dashboard.

Field Definitions Screen


Field Definitions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Field ID APTV1PPY
Description AP #1 Vendor Purchases YTD
Display Mask 999,999,999.00-
Function ID Setup ID
APVTOPY COMP
Function (001 of 001)
Enter=edit Append Header Math Formula
Company H 09/06/2002 Terminal T000 OVR

Field Definitions

	Field Name	Description
Inquiry	**Field ID**	Enter the ID of the field you want to work with.
Inquiry	**Copy From**	This field appears if you enter a new field ID. Enter the ID of the field from which you want to copy field information.
	Description	Press **Enter** to use the current description, or enter a different description for the field.
	Display Mask	Press **Enter** to use the current mask, or enter a new one.
Inquiry Maint	**Function ID**	The function ID refers to the operation you want performed on the data and the information you want in return.

	Field Name	Description
Inquiry Maint	**Setup ID**	The setup ID refers to a range of data to which you want to confine the associated function's operations. You can enter any setup ID that includes setup information matching the setup types defined for the function ID you entered.

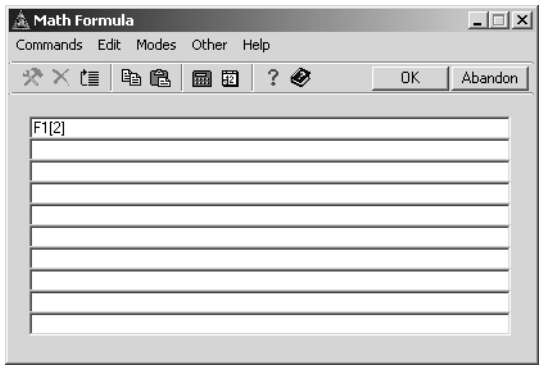
Command Bar Definitions

Command	Description
Enter = edit	Move to the line of function and setup IDs you want to edit and press **Enter**. Then edit the function and setup IDs listed for the line.
Append	Press **A** to add a line of function and setup IDs. Then enter the function and setup IDs you want to use.
Header	Press **H** to return to the header portion of the screen.
Math formula	Press **M** to activate the Math Formula screen (see "Math Formula Screen" on page 8-22 for more information).

Saving and Exiting

Use the **Exit** (**F7**) command to return to the **EIS–File Maintenance** menu.

Math Formula Screen



Enter one to 10 lines of formula to calculate the display value. The values returned by the function/setup lines you entered on the Field Definition screen are denoted in the formula by the letter **F** followed by the function/setup line number. Because functions can sometimes return several values, the specific value requested is then denoted inside square brackets (for example, [2] for the second value returned by the function). If no square brackets are given, the first value returned by the function is used.

Here are two examples of field formulas:

Formula	Description
F4/F2[2]	The first value returned by the function and setup ID on the fourth line of the Field Definitions screen divided by the second value returned by the function and setup ID on the second line of the Field Definitions screen.
F3[3]*F1[2]	The third value returned by the function and setup ID on the third line of the Field Definitions screen multiplied by the second value returned by the function and setup ID on the first line of the Field Definitions screen.

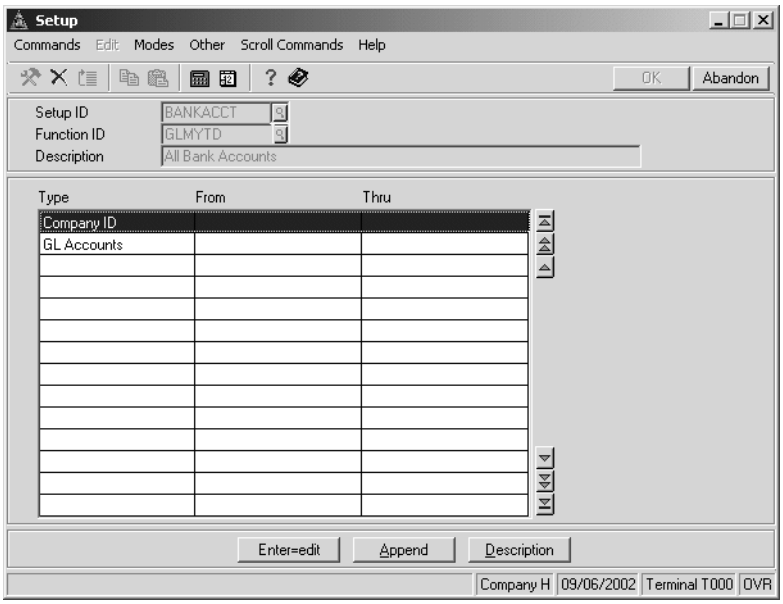
Setup

Use the **Setup** function on the **EIS–File Maintenance** menu to modify information about a type of information that a function uses: setup ID, description, associated function ID, and range of the type of information.

If you intend to use only the functions IDs that are already in the system, you are ready to use the information as is and do not need to use the **Setup** function. If you intend to define the setup IDs that have not been established, use the **Functions** function (page 8-27) before using the **Setup** function.

To produce a list of the information entered on the Setup screen, use the **Setup Definitions List** function on the **EIS–Master File Lists** menu.

Select **Setup** from the **EIS - File Maintenance** menu. The Setup screen appears.



Field Definitions

	Field Name	Description
Inquiry	**Setup ID**	Enter the setup ID you want to add, view, or edit.
Inquiry	**Copy From**	This field appears if you enter a new setup ID. Enter the setup ID from which you want to copy the setup criteria.
Inquiry	**Function ID**	Use the current ID or enter a function ID that uses the setup ID you entered.
	Description	Use the current description or enter a different description for the setup ID.
	Type	The ranges of types of information that are assigned to each setup ID appear.

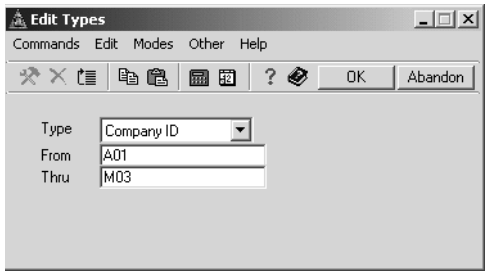
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the type you want to edit and press **Enter**. The Edit Types screen appears.
Append	Press **A** to add a type and range to the list. The Append Types screen appears.
Description	Press **D** to change the description of the setup ID.

Saving and Exiting

Use the **Exit** (**F7**) command to return to the **EIS–File Maintenance** menu.

Append/Edit Types Screen



The Append Types screen appears when you press **A** on the Setup screen to add a type and range. The Edit Types screen appears when you edit an existing line on the Setup screen. Other than the title, these screens are identical.

The types of information for which you can set ranges appears. Select the type of range you want to enter, then enter the range of values to associate with the that type. You can assign more than one range of values for the same setup type in the same setup ID (for example, companies A through F, then K through M).

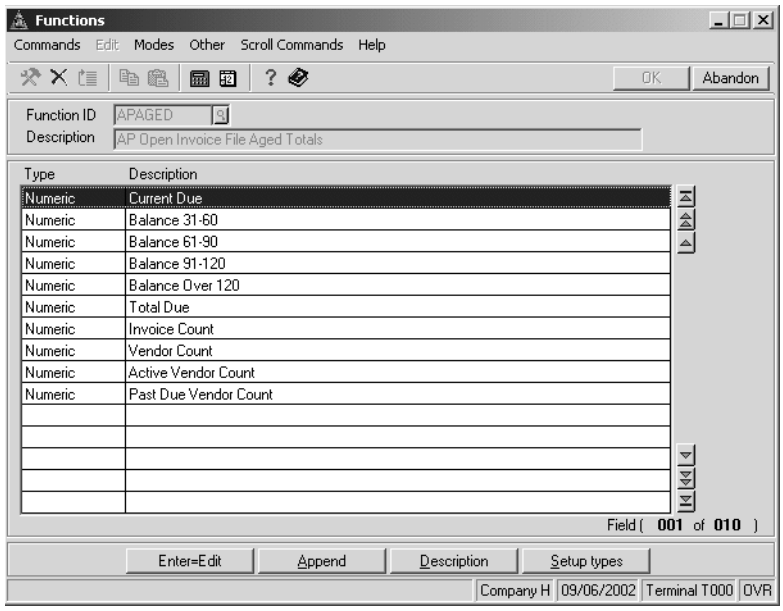
Use the **Proceed** (**OK**) command to save your entries and return to the Setup screen.

Functions

Use the **Functions** function on the **EIS–File Maintenance** menu to modify the definition of functions that retrieve and calculate information you eventually want to assign to a field. You can also use this function to modify the setup types (description, length and type) associated with each function ID.

To produce a list of the information entered on the Functions screen, use the **Functions List** function on the **EIS–Master File Lists** menu.

Select **Functions** from the **EIS - File Maintenance** menu. The Functions screen appears.



Field Definitions

	Field Name	Description
Inquiry	**Function ID**	Enter the ID of the function you want to add, view or edit.
Inquiry	**Copy From**	This field appears if you enter a new function ID. Enter the function ID from which you want to copy the definition.
	Description	Use the current description, or enter a different description for the function.
	Type/Description	The type and description of each value returned by the function appears.

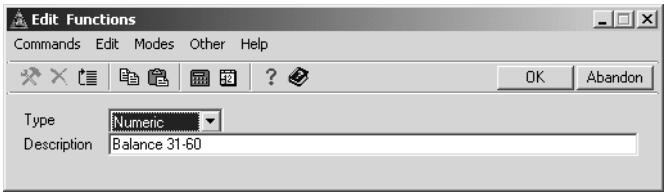
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the return value information you want to change and press **Enter**. The Edit Functions screen appears.
Append	Press **A** to add a type and description to the list. The Append Functions screen appears.
Description	Press **D** to edit the description of the function (in the header).
Setup types	Press **S** to establish and update information about the setup types. The Setup Types screen appears.

Saving and Exiting

Use the **Proceed** (**OK**) command to save your entries and exit to the **EIS–File Maintenance** menu.

Append/Edit Functions Screen

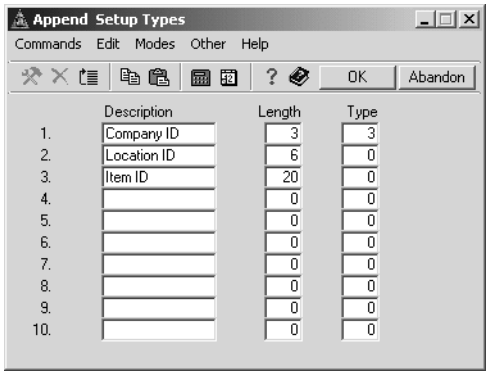


The Add Functions screen appears when you press **A** to add a function to the Functions screen. The Edit Functions screen appears when you edit an existing function. Other than the title, these screens are identical.

The type of data (alphanumeric or numeric) that the function returns appears. Enter **A** if the data returned in this value is alphanumeric or **N** if the data is numeric.

Enter or edit the description of the data returned by the function, then use the **Proceed** (**OK**) command to save your entries and return to the Functions screen.

Setup Types Screen



The Setup Types screen appears when you press **S** on the Functions screen to establish and update setup types used in the function.

Enter up to ten types of setup information that can apply to this function. For each type setup information, enter a description of the field values, the length of the values and the type of value that can be entered. You can enter any of these values in the **Type** field to restrict the information entered:

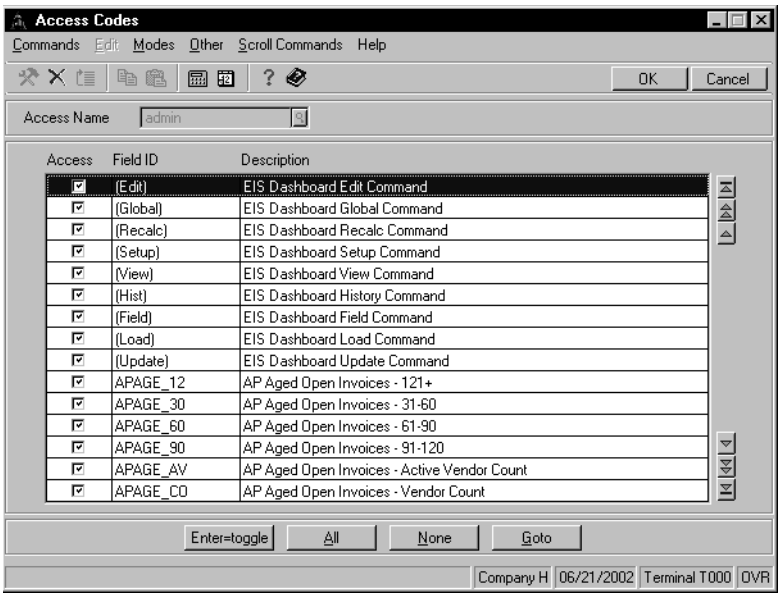
- **0** - alphanumeric information
- **1** - numeric information
- **3** - uppercase alphanumeric information
- **6** - date information

Use the **Proceed** (**OK**) command to save your entries and return to the Functions screen.

Access Codes

Use the **Access Codes** function to restrict access to commands and fields on the EIS Dashboard display screen. You must use the **Access Codes** function on the **Company Setup** menu to set up access codes before you can modify it here to define access rights to EIS functions.

Select **Access Codes** from the **EIS - File Maintenance** menu. The Access Codes screen appears.


Access Codes
Commands Edit Modes Other Scroll Commands Help
OK Cancel
Access Name admin
Access Field ID Description
(Edit) EIS Dashboard Edit Command
(Global) EIS Dashboard Global Command
(Recalc) EIS Dashboard Recalc Command
(Setup) EIS Dashboard Setup Command
(View) EIS Dashboard View Command
(Hist) EIS Dashboard History Command
(Field) EIS Dashboard Field Command
(Load) EIS Dashboard Load Command
(Update) EIS Dashboard Update Command
APAGE_12 AP Aged Open Invoices - 121+
APAGE_30 AP Aged Open Invoices - 31-60
APAGE_60 AP Aged Open Invoices - 61-90
APAGE_90 AP Aged Open Invoices - 91-120
APAGE_AV AP Aged Open Invoices - Active Vendor Count
APAGE_CO AP Aged Open Invoices - Vendor Count
Enter=toggle All None Goto
Company H 06/21/2002 Terminal T000 OVR

Inquiry

Select the access name you want to modify. Remember, you must set up access codes in the **Access Codes** function on the **Company Setup** menu before you can modify them here.

The EIS commands and fields appear. Use the commands to grant or deny access to a command or field, then use the **Exit** (**F7**) command to return to the **EIS - File Maintenance** menu.

Command Bar Definitions

Command	Description
Enter = toggle	Move the prompt to the command or field ID to which you want to grant or deny access and press **Enter** to toggle from selected (**YES**) to cleared (**NO**) and vice versa.
All	Press **A** to grant access to all EIS commands and fields.
None	Press **N** to deny access to all EIS commands and fields.
Goto	Press **G** to go to a specific command or field. This command is available only when there is more than one screen of commands.

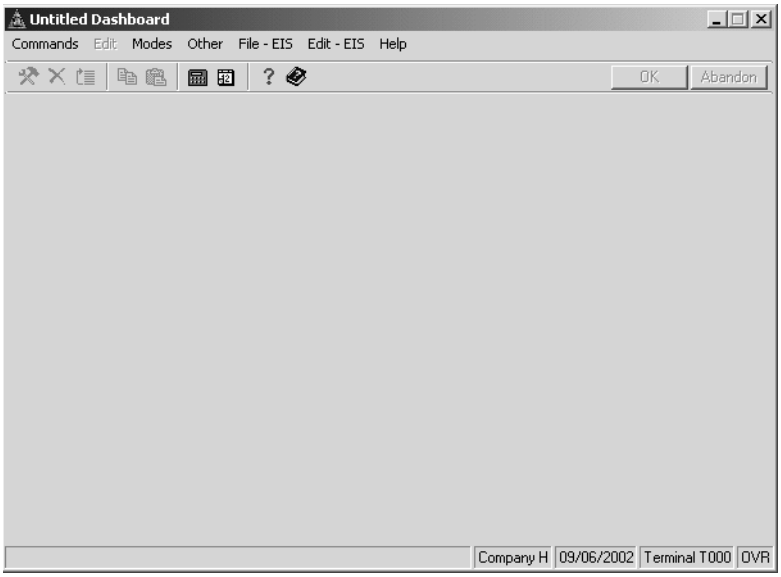
Dashboard Editor

Use the **Dashboard Editor** function create or modify a new dashboard. Use this function only after you have established the fields you need through the **Field Definitions** function (page 8-19).

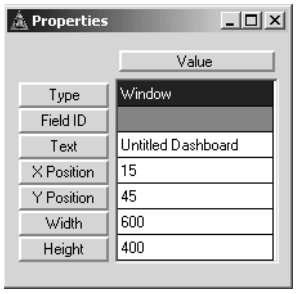
Note

The way in which you edit dashboards is different in text and graphical modes. The information stored for the dashboards in text and graphical are different as well. If you want to define a dashboard for use in both the text and graphical modes, you must set it up twice–once in each mode.

Select **Dashboard Editor** from the **EIS - File Maintenance** menu. An untitled screen appears that you can use to create a new dashboard.



In graphical mode, you can right-click on the dashboard screen or any field and select **Properties** to open a dialog box where you can define the pixel locations and size of the fields on the screen. Here is a sample of the Properties box:



In text mode, the coordinates at the bottom right of the dashboard indicate where the cursor is on the screen. Use these coordinates when you place the fields and set visual margins.

Command Definitions

Command	Description
File Commands	Press **Alt+F** (or **PgDn** and then **F** in text mode) to open the **EIS File** commands menu.
Load Dashboard	Select **Load dashboard** from the **EIS File** menu (or press **L** in text mode) to load an existing dashboard.
Save Dashboard	Select **Save dashboard** from the **EIS File** menu (or press **S** in text mode) to save the dashboard you are on. If the screen does not have a name, enter a descriptive name under which to save it. If the screen already has a name, either accept the current name or enter a different one.
New Dashboard	Select **New dashboard** from the **EIS File** menu (or press **N** in text mode) to work with a new dashboard.

Command	Description
Delete Dashboard	Select **Delete dashboard** from the **EIS File** menu (or press **D** in text mode) to delete a dashboard.
Edit Commands	Press **Alt+E** (or **PgDn** and then **E** in text mode) to open the **EIS Edit** commands menu.
Add field	Select **Add EIS field** from the **EIS Edit** menu (or press **A** in text mode) to add an EIS field value to the dashboard. You can add static text descriptions to the dashboard in text mode by typing the description where you want it on the screen. You can add static text descriptions in graphical mode by selecting **Add Text field** from the **EIS Edit** menu.
Change field	Press **C** in text mode to replace the field where the cursor is with a different field. You can change a field in graphical mode by changing the field ID in the Properties box.
Delete field	Press **D** in text mode to remove the field where the cursor is from the screen. You can remove a field in graphical mode by right-clicking on it and selecting **Delete** from the menu that appears.
Move field	Press **M** in text mode to move the field under the cursor to a different part of the screen. You can move a field in graphical mode by clicking on it and dragging it to its new location with the mouse or by changing the coordinates in the Properties box.
Options Commands	Press **PgDn** and then **O** in text mode to change the look of the screen. The options menu is not available in graphical mode.

Command	Description
Set tab size	Press **S** in text mode to set the number of spaces between tabs. The setting is saved. This command is not available in graphical mode.
Change title	Press **C** in text mode to change the title of the screen.You can change the title of the screen in text mode by using the Properties box on the dashboard background.

Saving and Exiting

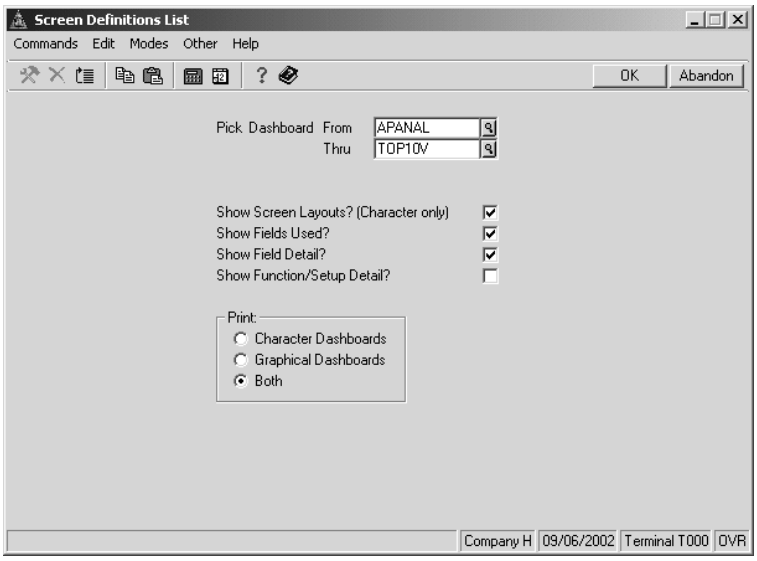
Use the **Exit** (**F7**) command to return to the **EIS–File Maintenance** menu.

Screen Definitions List

Use the **Screen Definitions List** function to produce a list of EIS Dashboard definitions. A sample list is on page 8-38.

Follow these steps to print or view the list:

1. Select **Screen Definitions List** from the **EIS - Master File Lists** menu. The Screen Definitions List appears.



Inquiry

2. Enter the range of dashboard IDs you want to include in the list.

3. If you want the list to show the appearance of text dashboard screens with the coordinates at the top and left of the screen, select the **Show Screen Layouts?** box (or enter **Y** in text mode); if not, clear the box (or enter **N**).

4. If you want to list the ID, description, and display mask for each field, select the **Show Fields Used?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want to break down each field into its setup ID, description, and formula, select the **Show Field Detail?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. If you want to list each function and setup ID for each field by ID, description, type, and range, select the **Show Function/Setup Detail?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

7. Select the output device to begin printing the list. See "Output the Report" on page 1-60 for information on output devices. After the report is produced, the **EIS - Master File Lists** menu appears.

Screen Definition List

```
07/13/2002                              Builders Supply                                Page    1
11:39 AM                             Screen Definitions List

Dashboard  APANAL     Accounts Payable Analysis

Screen Layout

             1         2         3         4         5         6         7
    1234567890123456789012345678901234567890123456789012345678901234567890123456
   1
   2  Aging Analysis                              ------- Purchase History -------
   3                                              Period-to-Date     Year-to-Date
   4   Current Due    999,999,999.00-   Invoices 999,999,999.00-  999,999,999.00-
   5   Balance 31-60  999,999,999.00-   Freight  999,999,999.00-  999,999,999.00-
   6           61-90  999,999,999.00-   Tax      999,999,999.00-  999,999,999.00-
   7           91-120 999,999,999.00-   Misc     999,999,999.00-  999,999,999.00-
   8           121+   999,999,999.00-            ---------------  ---------------
   9                  ---------------   Total    999,999,999.00-  999,999,999.00-
  10  Total Due       999,999,999.00-
  11                                              ------- Payment History --------
  12  Amt on Hold     999,999,999.00-             Period-to-Date     Year-to-Date
  13  Amt on Tmp Hold 999,999,999.00-   Prepaids 999,999,999.00-  999,999,999.00-
  14  Amt Released    999,999,999.00-   Discount 999,999,999.00-  999,999,999.00-
  15                                    Checks   999,999,999.00-  999,999,999.00-
  16  Total Vendors       999,999       Discount 999,999,999.00-  999,999,999.00-
  17  Inv on Hold          99,999                 ---------------  ---------------
  18  Inv on Tmp Hold      99,999       Total    999,999,999.00-  999,999,999.00-
  19  Inv Released         99,999
  20


Fields Used

  Field ID  Description                                          Display Mask          Row  Col
  APAGE_CU  AP Aged Open Invoices - Current Due                  999,999,999.00-       04   18
  APHINPST  AP Detail History Invoice Subtotal - PTD             999,999,999.00-       04   45
  APHINYST  AP Detail History Invoice Subtotal - YTD             999,999,999.00-       04   62
```

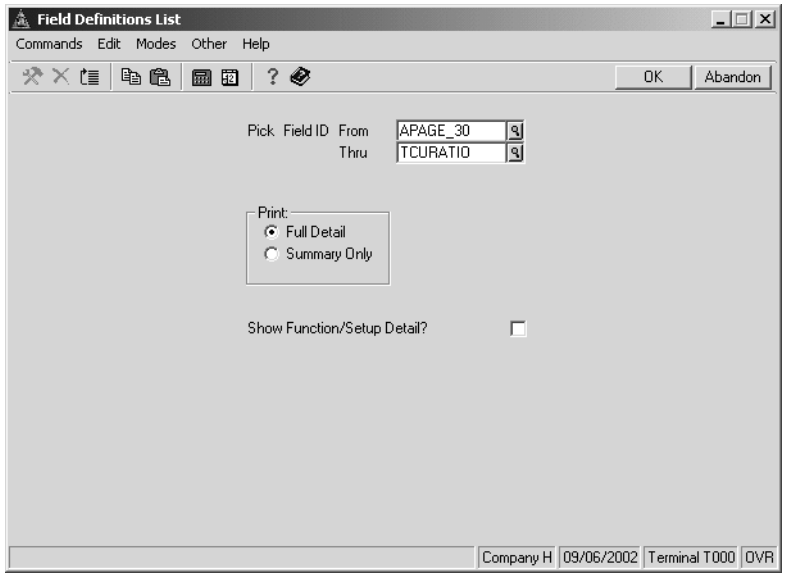
Field Definitions List

Use the **Field Definitions List** function to produce a list of fields that have been defined. You can list each function's ID and description, or you can list each function broken down with its types of output.

A sample list is on page 8-40.

Follow these steps to produce the list:

1. Select **Field Definition List** from the **EIS - Master File Lists** menu. The Field Definitions List screen appears.



Inquiry

2. Enter the range of fields to include in the list.

3. Select the level of detail you want to print in the list. Select **Full Detail** to print the functions and setup IDs assigned to each field definition. Select **Summary Only** to print only the field ID and description.

4. If you want to list the types of output, descriptions, setup types, and ranges of each function and setup ID that make up the field definition, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Select the output device to begin printing the list. See "Output the Report" on page 1-60 for information on output devices. After the report is produced, the **EIS - Master File Lists** menu appears.

Field Definitions List

```
07/13/2002                              Builders Supply                                  Page  1
11:41 AM                              Field Definition List

Field ID  APBAL     Accounts Payable Balance                          Display Mask  999,999,999.99-
Formula   (F1[1]-F1[2])+F2-F3

  # Function  Description                                    Setup ID  Description
  1 APTRAN    AP Transactions File Totals                    COMP      Company Ranges
  2 APOPEN    AP Open Invoice File Totals                    COMP      Company Ranges
  3 APCHECK   AP Checks File Totals                          COMP      Company Ranges

Field ID  APHDBMFR  AP Detail History Debit Memo Freight - Daily       Display Mask  999,999,999.00-
Formula   F1[7]

  # Function  Description                                    Setup ID  Description
  1 APHIDAY   AP Detail History File Daily Totals            COMP      Company Ranges

Field ID  APHDBPFR  AP Detail History Debit Memo Freight - PTD         Display Mask  999,999,999.00-
Formula   F1[7]

  # Function  Description                                    Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals              COMP      Company Ranges

Field ID  APHDBPMI  AP Detail History Debit Memo Misc - PTD            Display Mask  999,999,999.00-
Formula   F1[8]

  # Function  Description                                    Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals              COMP      Company Ranges

Field ID  APHDBPST  AP Detail History Debit Memo Subtotal - PTD        Display Mask  999,999,999.00-
Formula   F1[5]

  # Function  Description                                    Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals              COMP      Company Ranges

Field ID  APHDBPTO  AP Detail History Debit Memos Total - PTD          Display Mask  999,999,999.00-
Formula   F1[5]+F1[6]+F1[7]+F1[8]

  # Function  Description                                    Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals              COMP      Company Ranges
```

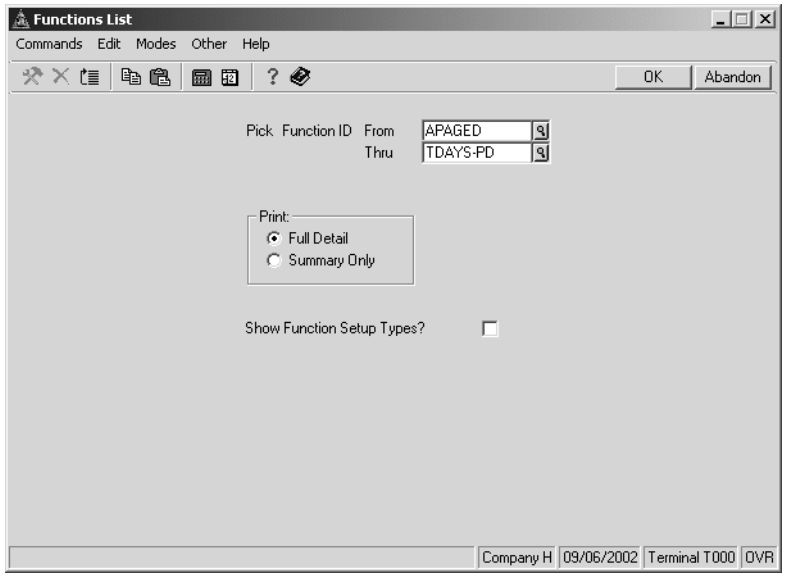
Functions List

Use the **Functions List** function to produce a list of functions the system recognizes. This list is valuable if you are defining or editing functions and you need a hard copy for comparison.

A sample list is on page 8-42.

Follow these steps to print the list:

1. Select **Functions List** from the **EIS - Master File Lists** menu. The Functions List screen appears.



Inquiry

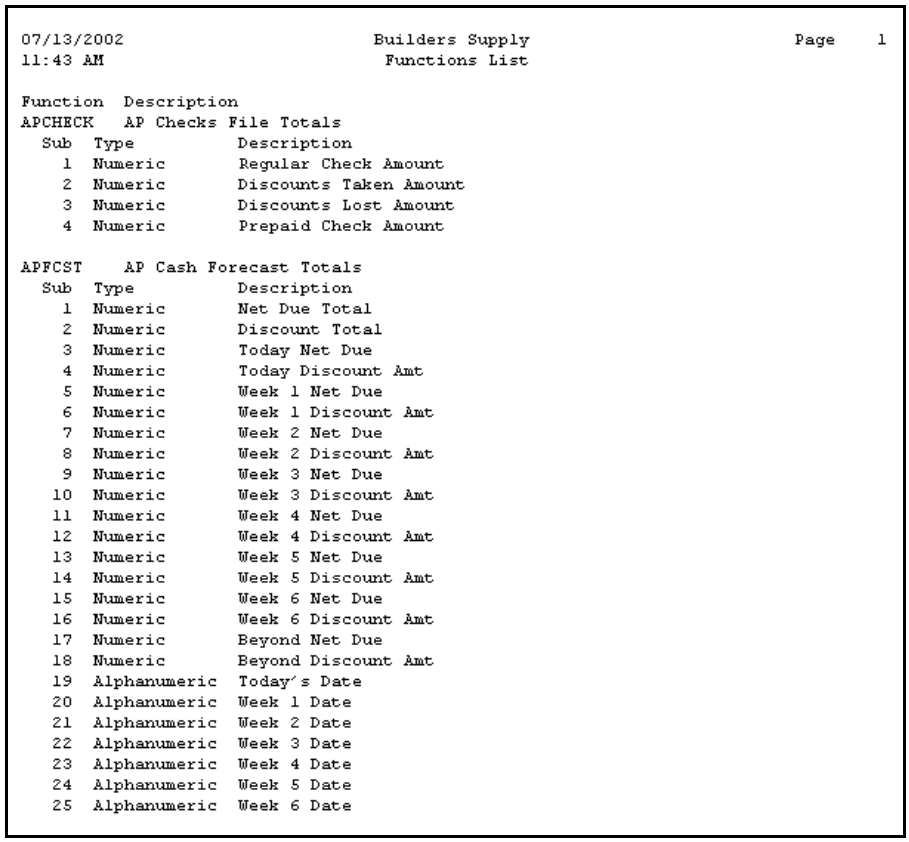
2. Select the range of functions to include in the list.

3. Select the level of detail to print in the list. Select **Full Detail** to print the output and definitions for each function; select **Summary Only** to print only the function ID and description.

4. If you want each function's listing to be broken down into the setup types, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Select the output device to begin printing the list. See "Output the Report" on page 1-60 for information on output devices. After the report is produced, the **EIS - Master File Lists** menu appears.

Functions List



```
07/13/2002                        Builders Supply                        Page    1
11:43 AM                           Functions List

Function  Description
APCHECK   AP Checks File Totals
  Sub  Type          Description
    1  Numeric       Regular Check Amount
    2  Numeric       Discounts Taken Amount
    3  Numeric       Discounts Lost Amount
    4  Numeric       Prepaid Check Amount

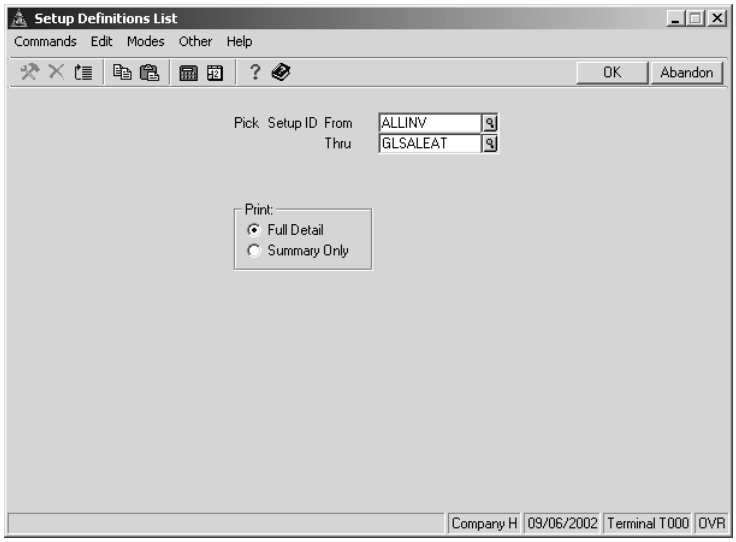
APFCST    AP Cash Forecast Totals
  Sub  Type          Description
    1  Numeric       Net Due Total
    2  Numeric       Discount Total
    3  Numeric       Today Net Due
    4  Numeric       Today Discount Amt
    5  Numeric       Week 1 Net Due
    6  Numeric       Week 1 Discount Amt
    7  Numeric       Week 2 Net Due
    8  Numeric       Week 2 Discount Amt
    9  Numeric       Week 3 Net Due
   10  Numeric       Week 3 Discount Amt
   11  Numeric       Week 4 Net Due
   12  Numeric       Week 4 Discount Amt
   13  Numeric       Week 5 Net Due
   14  Numeric       Week 5 Discount Amt
   15  Numeric       Week 6 Net Due
   16  Numeric       Week 6 Discount Amt
   17  Numeric       Beyond Net Due
   18  Numeric       Beyond Discount Amt
   19  Alphanumeric  Today's Date
   20  Alphanumeric  Week 1 Date
   21  Alphanumeric  Week 2 Date
   22  Alphanumeric  Week 3 Date
   23  Alphanumeric  Week 4 Date
   24  Alphanumeric  Week 5 Date
   25  Alphanumeric  Week 6 Date
```

Setup Definitions List

Use the **Setup Definitions List** function to produce a list of setup IDs. This list is valuable if you want to change the setup IDs and you need a list for comparison. A sample list is on page 8-44.

Follow these steps to print the list:

1. Select **Setup Definitions List** from the **EIS - Master File Lists** menu. The Setup Definitions List screen appears.



Inquiry

2. Enter the range of setup IDs you want to include in the list.

3. Select the level of detail. Select **Full Detail** to print type and range of each setup ID. Select **Summary Only** to print only the setup ID and description.

4. Select the output device to begin printing the list. See “Output the Report” on page 1-60 for information on output devices. After the report is produced, the **EIS - Master File Lists** menu appears.

Setup Definitions List

```
07/13/2002                        Builders Supply                          Page    1
11:43 AM                      Setup Definitions List

Setup ID  Description
GLCASH    Cash Accounts
  Type    From                                                 Thru
  01
  02      1000                                                 100999

GLCASHAT  Cash Accounts (Account Types)
  Type    From                                                 Thru
  01
  02      005                                                  010

GLCASSAT  Current Assets (Account Types)
  Type    From                                                 Thru
  01
  02      005                                                  099

GLCOGS    GL Cost of Goods Sold Accounts
  Type    From                                                 Thru
  01
  02      5000                                                 5020

GLCOGSAT  Cost of Goods Sold (Account Types)
  Type    From                                                 Thru
  01
  02      600                                                  600

GLCSHOD   Cash on Deposit GL Account Types
  Type    From                                                 Thru
  02      010                                                  010
  01

GLCSHOH   Cash on Hand GL Account Types
  Type    From                                                 Thru
  02      005                                                  005
  01

GLCUASST  Current Assets Accounts
  Type    From                                                 Thru
  01
  02      1000                                                 1499

GLCULIAB  Current Liabilities Accounts
  Type    From                                                 Thru
  01
  02      2000                                                 2499
```

Print Manager 9

Report History Inquiry 9-3

Report Control

Active Report Control 9-7
Archive Report Control 9-11

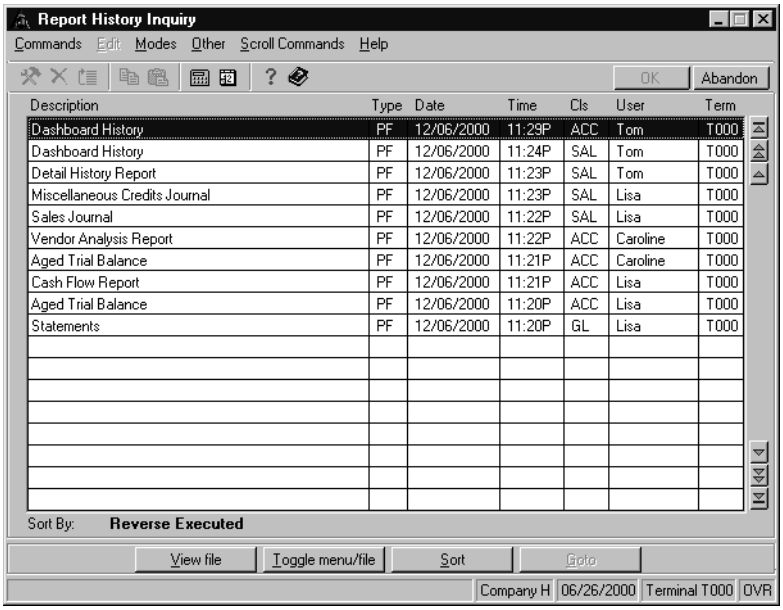
File Maintenance

Report Classes 9-15
Parameter Maintenance 9-17
Purge Report History 9-19

Report History Inquiry

The **Report History Inquiry** function lists every report you have printed to file, moved to or printed from the **Active Report Control** function, and every record moved to or printed from the **Archive Report Control** function.

Select **Report History Inquiry** from the **Print Manager** menu. The Report History Inquiry screen appears and lists the report printed, the type of action performed, the time the report was printed, the class assigned to the report, and the user and terminal that produced the report..


Report History Inquiry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Description Type Date Time Cls User Term
Dashboard History PF 12/06/2000 11:29P ACC Tom T000
Dashboard History PF 12/06/2000 11:24P SAL Tom T000
Detail History Report PF 12/06/2000 11:23P SAL Tom T000
Miscellaneous Credits Journal PF 12/06/2000 11:23P SAL Lisa T000
Sales Journal PF 12/06/2000 11:22P SAL Lisa T000
Vendor Analysis Report PF 12/06/2000 11:22P ACC Caroline T000
Aged Trial Balance PF 12/06/2000 11:21P ACC Caroline T000
Cash Flow Report PF 12/06/2000 11:21P ACC Lisa T000
Aged Trial Balance PF 12/06/2000 11:20P ACC Lisa T000
Statements PF 12/06/2000 11:20P GL Lisa T000
Sort By: Reverse Executed
View file
Toggle menu/file
Sort
Goto
Company H
06/26/2000
Terminal T000
OVR

Use the commands to view path names, toggle the appearance of the screen, and sort the list. Use the **Exit** (**F7**) command to return to the **Print Manager** menu.

Field Definitions

Field Name	Description
Description	The name of the print job appears.
Type	The action performed on the file appears: **PF** = printed to file **PQ** = printed from Active Report Control **RQ** = removed from Active Report Control **PA** = printed from Archive Report Control **RA** = removed from Archive Report Control **AR** = archived and removed from Active Report Control
Date/Time	The date and time the file was printed appear.
CIs	The report class assigned to the printed file appear.
User	The user ID who printed the report to file appears.
Term	The terminal ID that printed the report to file appears

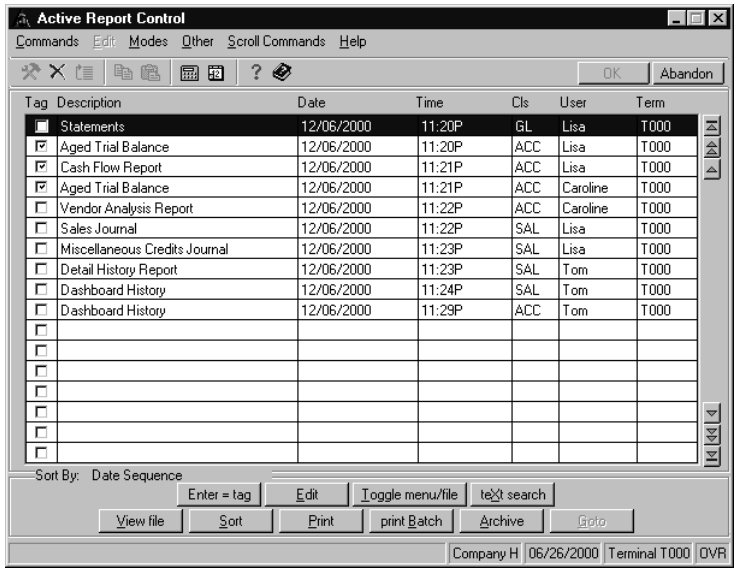
Command Definitions

Command	Description
View file	View the complete path name for the selected file.
Toggle menu/file	Toggle between the menu name and the file name in the **Description** column.
Sort	Select a new report sort method from the list that appears. You can sort the reports by: date of execution, from most recent to oldest report description date, from most recent to oldest user ID transaction type terminal ID date of execution, from oldest to most recent.

Active Report Control

Use the **Active Report Control** function to view and work with print jobs that have not been archived.

Active Report Control Screen

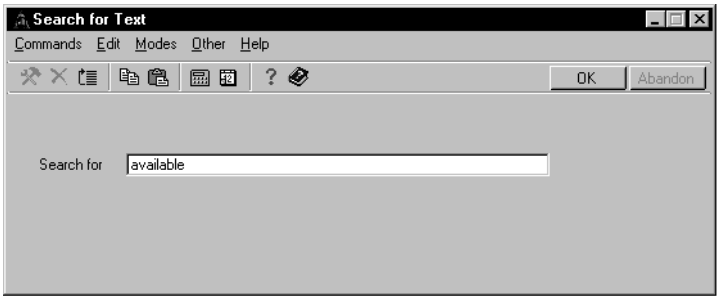

Active Report Control
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tag Description Date Time Cls User Term
Statements 12/06/2000 11:20P GL Lisa T000
Aged Trial Balance 12/06/2000 11:20P ACC Lisa T000
Cash Flow Report 12/06/2000 11:21P ACC Lisa T000
Aged Trial Balance 12/06/2000 11:21P ACC Caroline T000
Vendor Analysis Report 12/06/2000 11:22P ACC Caroline T000
Sales Journal 12/06/2000 11:22P SAL Lisa T000
Miscellaneous Credits Journal 12/06/2000 11:23P SAL Lisa T000
Detail History Report 12/06/2000 11:23P SAL Tom T000
Dashboard History 12/06/2000 11:24P SAL Tom T000
Dashboard History 12/06/2000 11:29P ACC Tom T000
Sort By: Date Sequence
Enter = tag
Edit
Toggle menu/file
teXt search
View file
Sort
Print
print Batch
Archive
Goto
Company H
06/26/2000
Terminal T000
OVR

Command Bar Definitions

Command	Description
Enter = tag	Press **Enter** to toggle a selected file as tagged (selected) or untagged (cleared). You can print a group of tagged files at one time using the **Print Batch** command.
Edit	Press **E** to edit the report description and class for the selected file.
Toggle menu/file	Press **T** to toggle the description field to display either the file description or the file path and name.
Text search	Press **X** to search for text in a report (see "Search for Text Screen" on page 9-9 for instructions).
View File	Press **V** to display the path and file name for the selected file.
Sort	Press **S** to select the order in which you want the reports list on the screen. You can sort the reports by: report description date and time, from most recent to oldest ID of the user who produced the file report class terminal ID where the file was produced
Print	Press **P** to print the selected file (see page 9-10).
Print Batch	Press **B** to print the files you selected using the **Tag** command (see page 9-10).
Archive	Press **A** to move the selected file from the Active Report Control to the Archive Report Control.
Goto	Press **G** to go to a specific report in the Active Report Control. This command is available only if there is more than one screen of reports.

To exit to the Report Control menu, use the **Exit** (**F7**) command.

Search for Text Screen

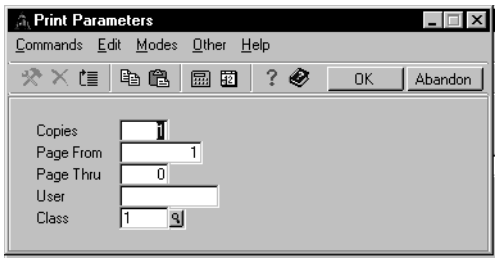


Field Definitions

Field Name	Description
Search For	Enter the string for which you want the system to search, then use the **Proceed (OK)** command. You must enter the text you are searching for exactly as it appears in the print job (uppercase and lowercase letters must match exactly). For example, if you are searching for the employee ID **BOU001**, you can enter all six characters (**BOU001**), just the first few characters (**BOU**), or just the last few characters (**U001**), but not lowercase letters (**bou001**).
Pick	If the system locates the string you entered, the page number on which the string appears is listed. Press **P** to print that page number, **A** to print all pages where the string occurs, or **C** to continue searching for more occurrences of the text string you entered.

When all occurrences of the text you entered have been found, press **Enter** to return to the Active Report Control screen.

Print Parameters Screen



Field Definitions

Field Name	Description
Copies	Enter the number of copies to print.
Page From	Enter the first page number you want to print.
Page Thru	Enter the last page number you want to print.
User	Accept the current user ID or enter a different ID.
Class	Accept the current report class or enter a different class.

Saving and Exiting

If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

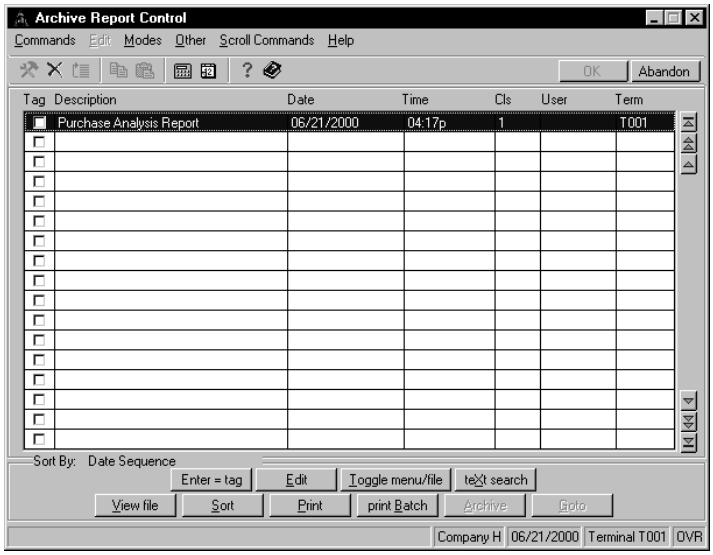
Select the output device to print the report(s).

After the report prints, you can retain the report, remove it from the Active Report Control, or archive it. Enter **R** to retain it, **D** to delete the report, or **A** to send the report to the Archive Control.

Archive Report Control

Use the **Archive Report Control** function to view print jobs that have been archived and to access information from those print jobs.

Archive Report Control Screen

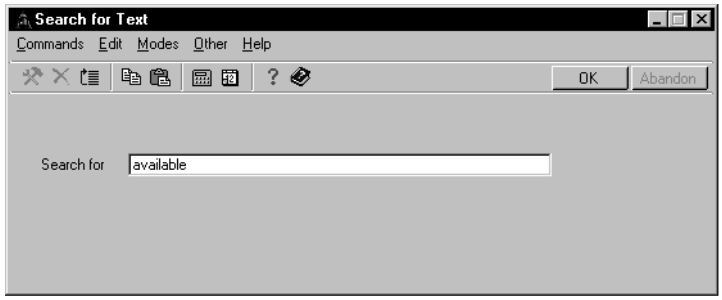


Command Bar Definitions

Command	Description
Enter = tag	Press **Enter** to toggle a selected file as tagged (selected) or untagged (cleared). You can print a group of tagged files at one time using the **Print Batch** command.
Edit	Press **E** to edit the report description and class for the selected file.
Toggle menu/file	Press **T** to toggle the description field to display either the file description or the file path and name.
Text search	Press **X** to search for text in a report (see Search for Text Screen below for instructions).
View file	Press **V** to display the path and file name for the selected file.
Sort	Press **S** to select the order in which you want the reports list on the screen. You can sort the reports by: report description date and time, from most recent to oldest ID of the user who produced the file report class terminal ID where the file was produced
Print	Press **P** to print the selected file (see “Print Control Screen” on page 9-14).
print Batch	Press **B** to print the files you selected using the Tag command (see “Print Control Screen” on page 9-14).
Goto	Press **G** to go to a specific report in the Archive Report Control.

To exit to the Report Control menu, use the **Exit** (**F7**) command.

Search for Text Screen



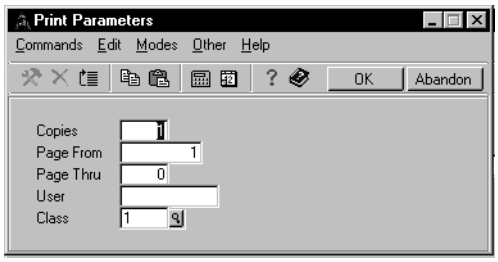
Field Definitions

Field Name	Description
Search for	Enter the string for which you want the system to search, then use the **Proceed (OK)** command. You must enter the text you are searching for exactly as it appears in the print job (uppercase and lowercase letters must match exactly). For example, if you are searching for the employee ID **BOU001**, you can enter all six characters (**BOU001**), just the first few characters (**BOU**), or just the last few characters (**U001**), but not lowercase letters (**bou001**).
Pick	If the system locates the string you entered, the page number on which the string appears is listed. Press **P** to print that page number, **A** to print all pages where the string occurs, or **C** to continue searching for more occurrences of the text string you entered.

Saving and Exiting

When all occurrences of the text you entered have been found, press **Enter** to return to the Archive Report Control screen.

Print Control Screen



Field Definitions

Field Name	Description
Copies	Enter the number of copies you want to print.
Page From	Enter the first page number you want to print from the file.
Page Thru	Enter the last page number you want to print from the file.
User	Accept the current user ID or enter a different ID.
Class	Accept the current report class or enter a different report class.

Saving and Exiting

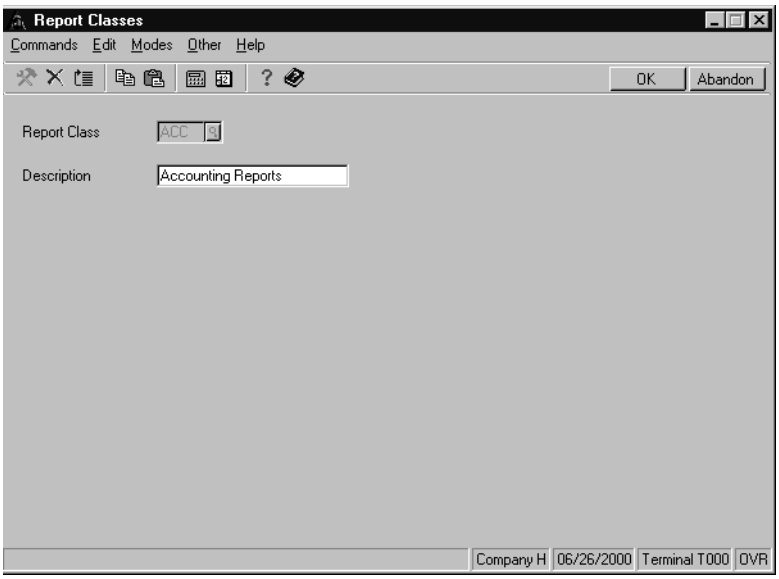
If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

Select the output device to begin printing the report. When the report is printed, you can either retain the report or remove it from the Archive Report Control. Enter **R** to retain the report, or **D** to delete it.

Report Classes

Report classes are used to group report files for easier reference. For example, you might assign report classes based on the department that uses the report (accounting, sales, and so on), the time period the report applies to (daily, monthly, and so on), or the type of report (transactions, history, and so on).

Select **Report Classes** from the Print Manager **File Maintenance** menu to set up and maintain report classes. The Report Classes screen appears.



Inquiry

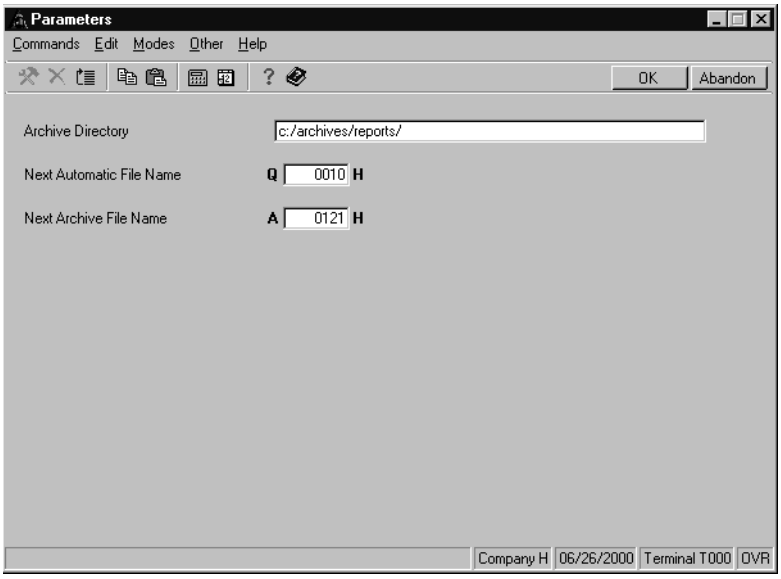
Select the report class code you want to work with, then enter or edit the class's description. The system uses this information to remind you to load the proper paper before you print a report and to sort reports on the report control screen.

Use the **Proceed** (**OK**) command to save your entries. Next, enter another report class to work with or use the **Exit** (**F7**) command to return to the Print Manager **File Maintenance** menu.

Parameter Maintenance

Use the **Parameter Maintenance** function to set up and maintain the defaults for the archive directory and document file names.

Select **Parameter Maintenance** from the Print Manager **File Maintenance** menu. The Parameter Maintenance screen appears.



Enter the directory path where you want to store archived print files. If the directory you enter does not exist, the system will create it for you.

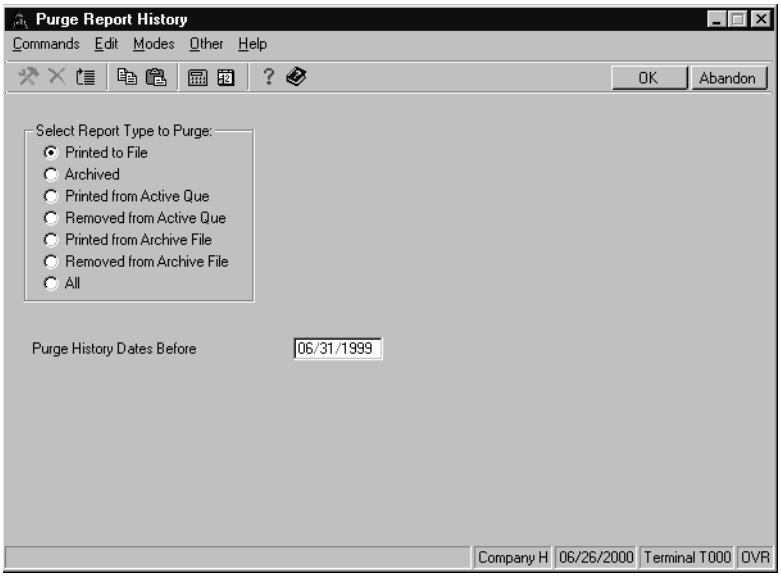
The system can assign print files names for you automatically. Enter the sequence number you want generated for the next report you print to a file or archive in the **Next Automatic File Name** and **Next Archive File Name** fields. Active reports are named **Qnnnnxxx** while archive reports are named **Annnnxxx** (where **nnnn** is a generated sequence number and **xxx** is the company ID).

Use the **Proceed** (**OK**) command to save your changes and close the screen.

Purge Report History

Use the **Purge Report History** function to delete history transaction entries by date and transaction type.

Select **Purge Report History** from the Print Manager **File Maintenance** menu. The Purge Report History screen appears.



Select the type of reports you want to remove from history, then enter a purge date. Report history information dated before the date you enter is purged.

Use the **Proceed** (**OK**) command to begin the purge. When the purge completes, the Print Manager **File Maintenance** menu appears.

Reports 10

Printing a Report	10-3
Data File Allocation Report	10-5
Product Suggestions Report	10-7
Error Log	10-9
Global Inquiry Window Audit Report	10-11
E-Mail History Report	10-13
E-Mail History Purge	10-15

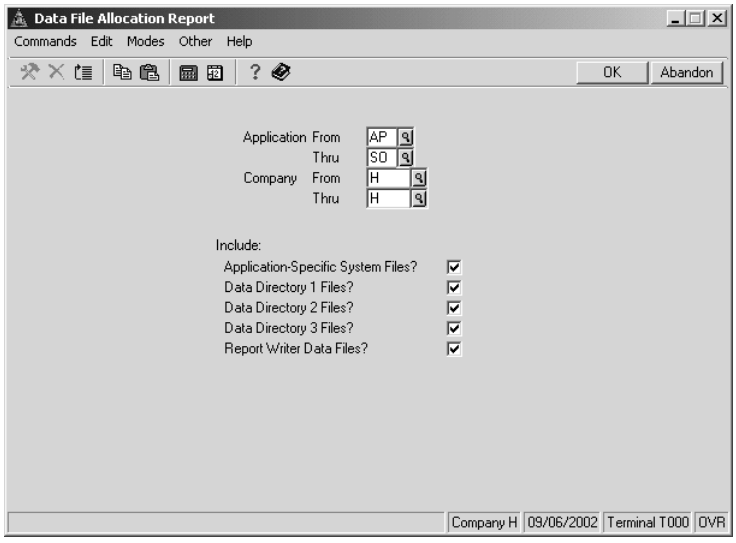
Printing a Report

Resource Manager reports give you access to important information about your system. Use the functions on the **Reports** menu to analyze the use of disk space, review product suggestions before you send them, identify errors or inconsistencies, and view e-mail history information.

You produce all reports in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the Reports menu. The screen for that report appears. The Data File Allocation Report is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains check boxes (as in the lower portion of the example screen), select the check box (or press **Y** in text mode) to print that type of information in the list. Clear the check box (or press **N** in text mode) if you do not want to print that type of information in the list.

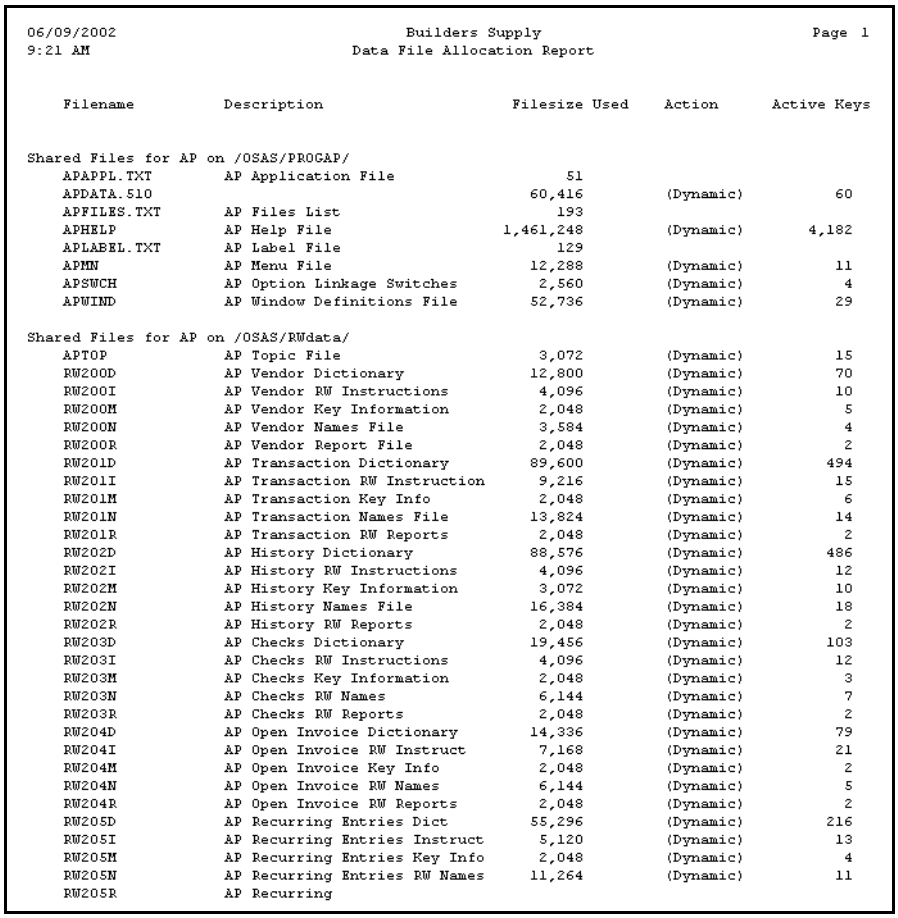
4. If the screen contains **Sort By** options, select the option you want to use to sort the report information. You can choose only one option.

5. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for more information. After you product the report, the **Reports** menu appears.

Data File Allocation Report

The **Data File Allocation Report** provides a list of the data files on your system and their sizes. Use it to audit the use of disk space.

Data File Allocation Report



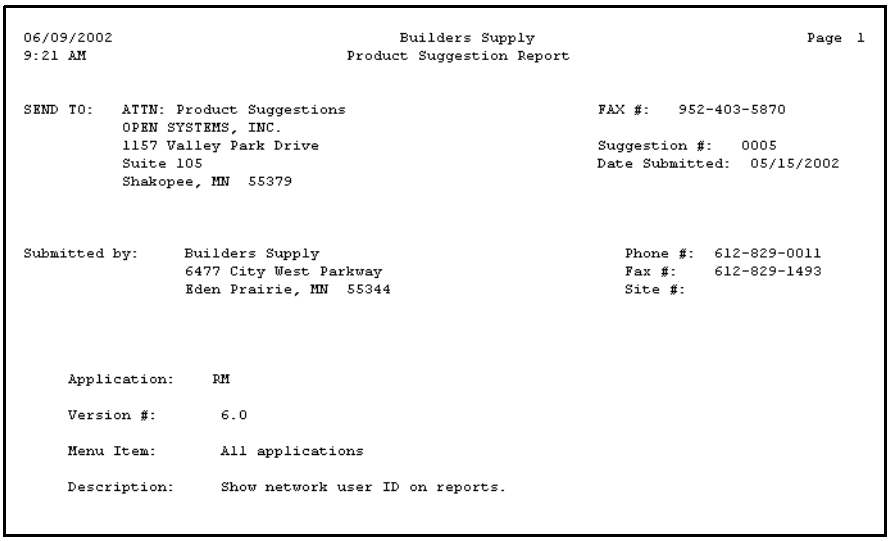
06/09/2002 Builders Supply Page 1
9:21 AM Data File Allocation Report

Filename	Description	Filesize Used	Action	Active Keys
Shared Files for AP on /OSAS/PROGAP/				
APAPPL.TXT	AP Application File	51		
APDATA.510		60,416	(Dynamic)	60
APFILES.TXT	AP Files List	193		
APHELP	AP Help File	1,461,248	(Dynamic)	4,182
APLABEL.TXT	AP Label File	129		
APMN	AP Menu File	12,288	(Dynamic)	11
APSWCH	AP Option Linkage Switches	2,560	(Dynamic)	4
APWIND	AP Window Definitions File	52,736	(Dynamic)	29
Shared Files for AP on /OSAS/RWdata/				
APTOP	AP Topic File	3,072	(Dynamic)	15
RW200D	AP Vendor Dictionary	12,800	(Dynamic)	70
RW200I	AP Vendor RW Instructions	4,096	(Dynamic)	10
RW200M	AP Vendor Key Information	2,048	(Dynamic)	5
RW200N	AP Vendor Names File	3,584	(Dynamic)	4
RW200R	AP Vendor Report File	2,048	(Dynamic)	2
RW201D	AP Transaction Dictionary	89,600	(Dynamic)	494
RW201I	AP Transaction RW Instruction	9,216	(Dynamic)	15
RW201M	AP Transaction Key Info	2,048	(Dynamic)	6
RW201N	AP Transaction Names File	13,824	(Dynamic)	14
RW201R	AP Transaction RW Reports	2,048	(Dynamic)	2
RW202D	AP History Dictionary	88,576	(Dynamic)	486
RW202I	AP History RW Instructions	4,096	(Dynamic)	12
RW202M	AP History Key Information	3,072	(Dynamic)	10
RW202N	AP History Names File	16,384	(Dynamic)	18
RW202R	AP History RW Reports	2,048	(Dynamic)	2
RW203D	AP Checks Dictionary	19,456	(Dynamic)	103
RW203I	AP Checks RW Instructions	4,096	(Dynamic)	12
RW203M	AP Checks Key Information	2,048	(Dynamic)	3
RW203N	AP Checks RW Names	6,144	(Dynamic)	7
RW203R	AP Checks RW Reports	2,048	(Dynamic)	2
RW204D	AP Open Invoice Dictionary	14,336	(Dynamic)	79
RW204I	AP Open Invoice RW Instruct	7,168	(Dynamic)	21
RW204M	AP Open Invoice Key Info	2,048	(Dynamic)	2
RW204N	AP Open Invoice RW Names	6,144	(Dynamic)	5
RW204R	AP Open Invoice RW Reports	2,048	(Dynamic)	2
RW205D	AP Recurring Entries Dict	55,296	(Dynamic)	216
RW205I	AP Recurring Entries Instruct	5,120	(Dynamic)	13
RW205M	AP Recurring Entries Key Info	2,048	(Dynamic)	4
RW205N	AP Recurring Entries RW Names	11,264	(Dynamic)	11
RW205R	AP Recurring			

Product Suggestions Report

Print the **Product Suggestions Report** when you are ready to fax or mail to Open Systems the suggestions you created through the **Product Suggestions** function on the **Other Commands** menu.

Product Suggestions Report



06/09/2002 Builders Supply Page 1
9:21 AM Product Suggestion Report

SEND TO: ATTN: Product Suggestions
OPEN SYSTEMS, INC.
1157 Valley Park Drive
Suite 105
Shakopee, MN 55379

FAX #: 952-403-5870

Suggestion #: 0005
Date Submitted: 05/15/2002

Submitted by: Builders Supply
6477 City West Parkway
Eden Prairie, MN 55344

Phone #: 612-829-0011
Fax #: 612-829-1493
Site #:

Application: RM

Version #: 6.0

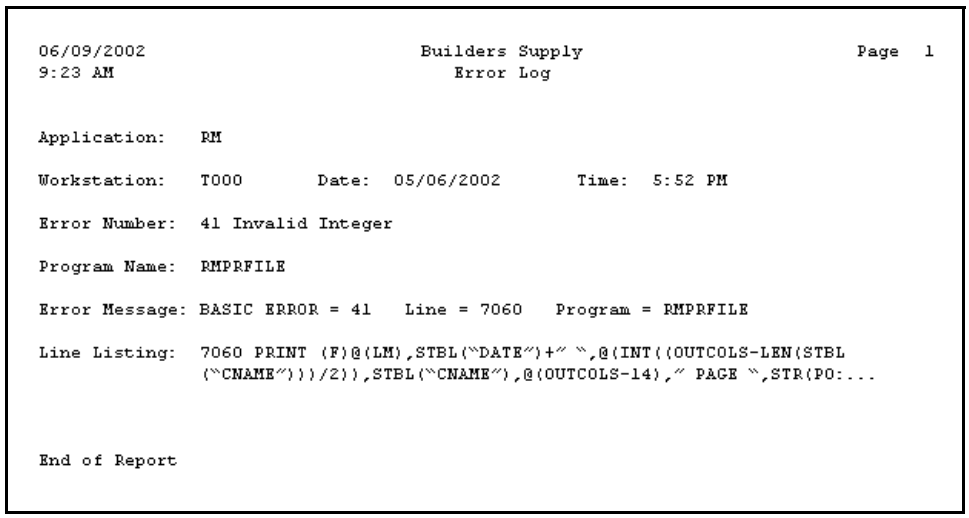
Menu Item: All applications

Description: Show network user ID on reports.

Error Log

The **Error Log** function provides a list of the errors you encountered, if any, while using the software.

Error Log



```
06/09/2002                          Builders Supply                          Page  1
9:23 AM                                Error Log


Application:   RM

Workstation:   T000       Date:  05/06/2002       Time:  5:52 PM

Error Number:  41 Invalid Integer

Program Name:  RMPRFILE

Error Message: BASIC ERROR = 41   Line = 7060   Program = RMPRFILE

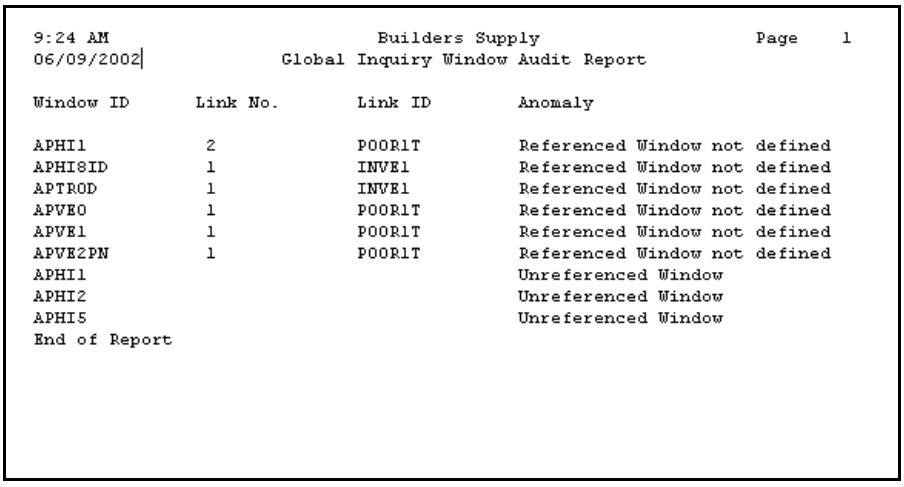
Line Listing:  7060 PRINT (F)@(LM),STBL(^DATE^)+^ ^,@(INT((OUTCOLS-LEN(STBL
               (^CNAME^)))/2)),STBL(^CNAME^),@(OUTCOLS-14),^ PAGE ^,STR(PO:...


End of Report
```

Global Inquiry Window Audit Report

The **Global Inquiry Window Audit Report** produces a list of window link inconsistencies associated with the Global Inquiry Window definitions.

Global Inquiry Window Audit Report



```
9:24 AM                          Builders Supply                    Page    1
06/09/2002              Global Inquiry Window Audit Report

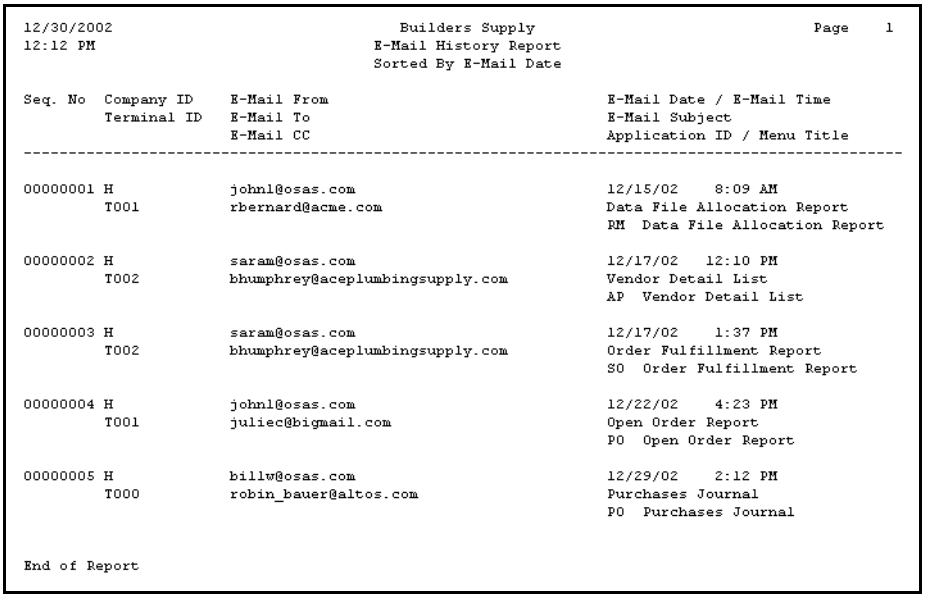
Window ID       Link No.        Link ID         Anomaly

APHI1            2              POOR1T          Referenced Window not defined
APHI8ID          1              INVE1           Referenced Window not defined
APTROD           1              INVE1           Referenced Window not defined
APVE0            1              POOR1T          Referenced Window not defined
APVE1            1              POOR1T          Referenced Window not defined
APVE2PN          1              POOR1T          Referenced Window not defined
APHI1                                           Unreferenced Window
APHI2                                           Unreferenced Window
APHI5                                           Unreferenced Window
End of Report
```

E-Mail History Report

Use the **E-Mail History Report** function to print a report containing information about e-mail messages. The report pulls information from the **OSEL** file to list the e-mail addresses of the sender and recipient along with the date, subject, and OSAS application and menu title from which messages have been sent.

E-Mail History Report



```
12/30/2002                              Builders Supply                              Page    1
12:12 PM                             E-Mail History Report
                                     Sorted By E-Mail Date

Seq. No  Company ID    E-Mail From                              E-Mail Date / E-Mail Time
         Terminal ID   E-Mail To                                E-Mail Subject
                       E-Mail CC                                Application ID / Menu Title
-------------------------------------------------------------------------------------------------

00000001 H             johnl@osas.com                           12/15/02    8:09 AM
         T001          rbernard@acme.com                        Data File Allocation Report
                                                                RM  Data File Allocation Report

00000002 H             saram@osas.com                           12/17/02   12:10 PM
         T002          bhumphrey@aceplumbingsupply.com          Vendor Detail List
                                                                AP  Vendor Detail List

00000003 H             saram@osas.com                           12/17/02    1:37 PM
         T002          bhumphrey@aceplumbingsupply.com          Order Fulfillment Report
                                                                SO  Order Fulfillment Report

00000004 H             johnl@osas.com                           12/22/02    4:23 PM
         T001          juliec@bigmail.com                       Open Order Report
                                                                PO  Open Order Report

00000005 H             billw@osas.com                           12/29/02    2:12 PM
         T000          robin_bauer@altos.com                    Purchases Journal
                                                                PO  Purchases Journal

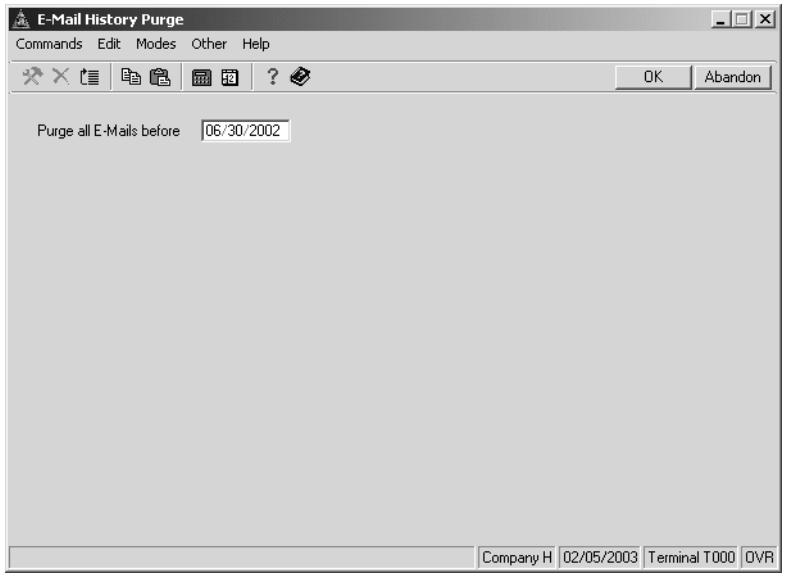

End of Report
```

E-Mail History Purge

Use the **E-Mail History Purge** to clear the **OSEL** (E-mail History) file. This file stores the addresses of the sender and recipient, the date and time, the subject, and the application ID and menu title of e-mail messages sent through OSAS.

Follow these steps to clear this file:

1. Select **E-Mail History Purge** from the **Reports** Menu. The E-Mail History Purge screen appears.



2. Enter the date before which to purge e-mail history. All e-mail messages saved in the history file with a date before the date you enter are purged.

3. Use the **Proceed** (**OK**) command to begin processing.

Master File Lists 11

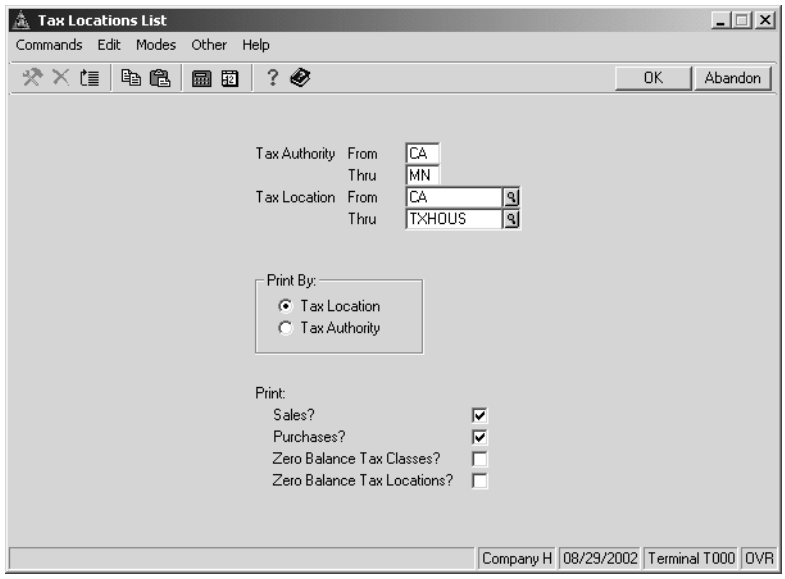
Printing a Master File List	11-3
Menu List	11-5
Backup/Restore Commands List	11-7
Application Information List	11-9
Company Information List	11-11
Help Screens List	11-13
Inquiry Window Definitions List	11-15
Global Inquiry Window List	11-17
Tables List	11-19
Country Codes List	11-21
Tax Locations List	11-23
Tax Groups List	11-25
Options and Interfaces List	11-27
Field List	11-29

Printing a Master File List

You produce all master file lists in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Tax Locations screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains selection options (as in the **Print By** box in the example), select the option to use when printing the list. You can select only one option.

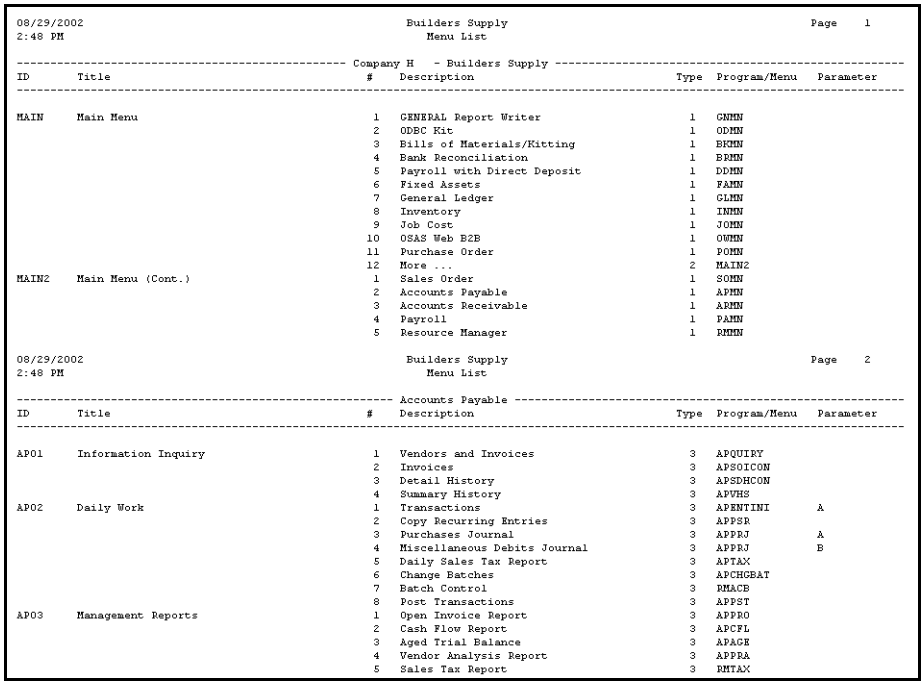
4. If the screen contains check boxes (as in the lower portion of the example screen), select the check box (or press **Y** in text mode) to print that type of information in the list. Clear the check box (or press **N** in text mode) if you do not want to print that type of information in the list.

5. Select the output device to begin printing the list. See “Output the Report” on page 1-60 for more information. After you product the list, the **Master File Lists** menu appears.

Menu List

The **Menu List** shows the menus that are on your system for a range of companies, applications, or menu IDs that you select.

Menu List



08/29/2002 Builders Supply Page 1
2:48 PM Menu List

Company H - Builders Supply

ID	Title	#	Description	Type	Program/Menu	Parameter
MAIN	Main Menu	1	GENERAL Report Writer	1	GNMN	
		2	ODBC Kit	1	ODMN	
		3	Bills of Materials/Kitting	1	BKMN	
		4	Bank Reconciliation	1	BRMN	
		5	Payroll with Direct Deposit	1	DDMN	
		6	Fixed Assets	1	FAMN	
		7	General Ledger	1	GLMN	
		8	Inventory	1	INMN	
		9	Job Cost	1	JOMN	
		10	OSAS Web B2B	1	OWMN	
		11	Purchase Order	1	POMN	
		12	More ...	2	MAIN2	
MAIN2	Main Menu (Cont.)	1	Sales Order	1	SOMN	
		2	Accounts Payable	1	APMN	
		3	Accounts Receivable	1	ARMN	
		4	Payroll	1	PAMN	
		5	Resource Manager	1	RMMN	

08/29/2002 Builders Supply Page 2
2:48 PM Menu List

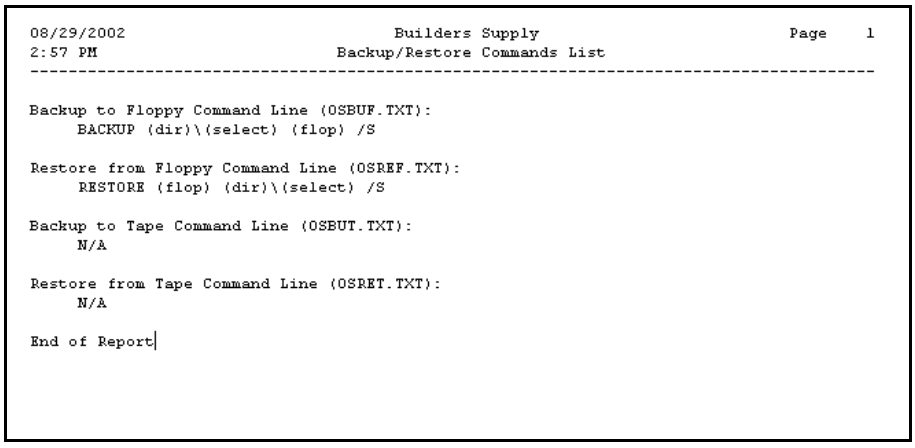
Accounts Payable

ID	Title	#	Description	Type	Program/Menu	Parameter
AP01	Information Inquiry	1	Vendors and Invoices	3	APQUIRY	
		2	Invoices	3	APSOICON	
		3	Detail History	3	APSDHCON	
		4	Summary History	3	APVHS	
AP02	Daily Work	1	Transactions	3	APENTINI	A
		2	Copy Recurring Entries	3	APPSR	
		3	Purchases Journal	3	APPRJ	A
		4	Miscellaneous Debits Journal	3	APPRJ	B
		5	Daily Sales Tax Report	3	APTAX	
		6	Change Batches	3	APCHGBAT	
		7	Batch Control	3	RMACB	
		8	Post Transactions	3	APPST	
AP03	Management Reports	1	Open Invoice Report	3	APPRO	
		2	Cash Flow Report	3	APCFL	
		3	Aged Trial Balance	3	APAGE	
		4	Vendor Analysis Report	3	APPRA	
		5	Sales Tax Report	3	RMTAX	

Backup/Restore Commands List

The **Backup/Restore Commands List** shows the commands that are used to back up and restore the data and program files on your system.

Backup/Restore Commands List



```
08/29/2002                          Builders Supply                          Page    1
2:57 PM                       Backup/Restore Commands List
-------------------------------------------------------------------------------------

Backup to Floppy Command Line (OSBUF.TXT):
     BACKUP (dir)\(select) (flop) /S

Restore from Floppy Command Line (OSREF.TXT):
     RESTORE (flop) (dir)\(select) /S

Backup to Tape Command Line (OSBUT.TXT):
     N/A

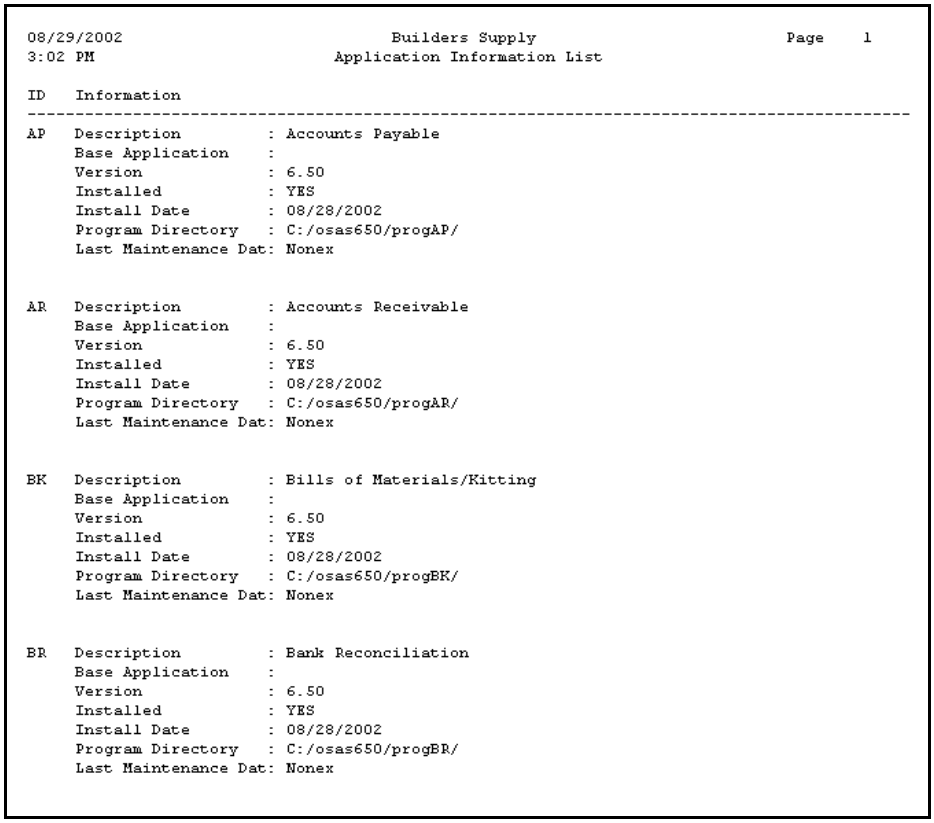
Restore from Tape Command Line (OSRET.TXT):
     N/A

End of Report
```

Application Information List

The **Application Information List** shows the applications that are on your system and their installation information.

Application Information List



```
08/29/2002                          Builders Supply                          Page    1
3:02 PM                        Application Information List

ID   Information
-------------------------------------------------------------------------------------------
AP   Description         : Accounts Payable
     Base Application    :
     Version             : 6.50
     Installed           : YES
     Install Date        : 08/28/2002
     Program Directory   : C:/osas650/progAP/
     Last Maintenance Dat: Nonex


AR   Description         : Accounts Receivable
     Base Application    :
     Version             : 6.50
     Installed           : YES
     Install Date        : 08/28/2002
     Program Directory   : C:/osas650/progAR/
     Last Maintenance Dat: Nonex

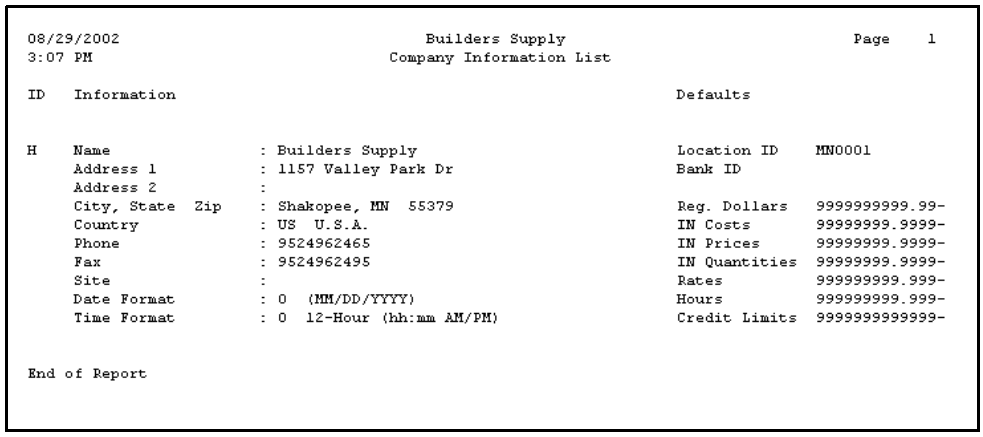

BK   Description         : Bills of Materials/Kitting
     Base Application    :
     Version             : 6.50
     Installed           : YES
     Install Date        : 08/28/2002
     Program Directory   : C:/osas650/progBK/
     Last Maintenance Dat: Nonex


BR   Description         : Bank Reconciliation
     Base Application    :
     Version             : 6.50
     Installed           : YES
     Install Date        : 08/28/2002
     Program Directory   : C:/osas650/progBR/
     Last Maintenance Dat: Nonex
```

Company Information List

The **Company Information List** shows the names and addresses of companies that are set up on your system.

Company Information List



08/29/2002 Builders Supply Page 1
3:07 PM Company Information List

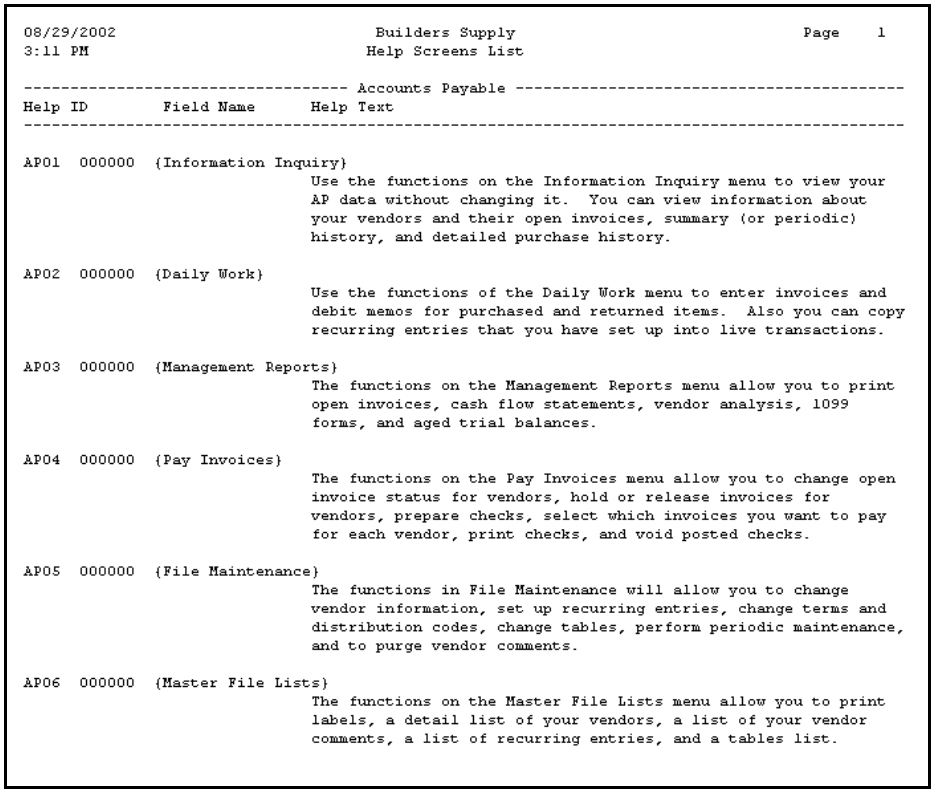
ID	Information		Defaults	
H	Name	: Builders Supply	Location ID	MN0001
	Address 1	: 1157 Valley Park Dr	Bank ID	
	Address 2	:		
	City, State Zip	: Shakopee, MN 55379	Reg. Dollars	9999999999.99-
	Country	: US U.S.A.	IN Costs	99999999.9999-
	Phone	: 9524962465	IN Prices	99999999.9999-
	Fax	: 9524962495	IN Quantities	99999999.9999-
	Site	:	Rates	999999999.999-
	Date Format	: 0 (MM/DD/YYYY)	Hours	999999999.999-
	Time Format	: 0 12-Hour (hh:mm AM/PM)	Credit Limits	9999999999999-

End of Report

Help Screens List

The **Help Screens List** shows the contents of the help file for an application. Use this function to plan changes to the help content or as a record of the changes you made.

Help Screens List



```
08/29/2002                          Builders Supply                                Page    1
3:11 PM                            Help Screens List

---------------------------------- Accounts Payable ------------------------------------------
Help ID        Field Name      Help Text
----------------------------------------------------------------------------------------------

AP01  000000  {Information Inquiry}
                              Use the functions on the Information Inquiry menu to view your
                              AP data without changing it.  You can view information about
                              your vendors and their open invoices, summary (or periodic)
                              history, and detailed purchase history.

AP02  000000  {Daily Work}
                              Use the functions of the Daily Work menu to enter invoices and
                              debit memos for purchased and returned items.  Also you can copy
                              recurring entries that you have set up into live transactions.

AP03  000000  {Management Reports}
                              The functions on the Management Reports menu allow you to print
                              open invoices, cash flow statements, vendor analysis, 1099
                              forms, and aged trial balances.

AP04  000000  {Pay Invoices}
                              The functions on the Pay Invoices menu allow you to change open
                              invoice status for vendors, hold or release invoices for
                              vendors, prepare checks, select which invoices you want to pay
                              for each vendor, print checks, and void posted checks.

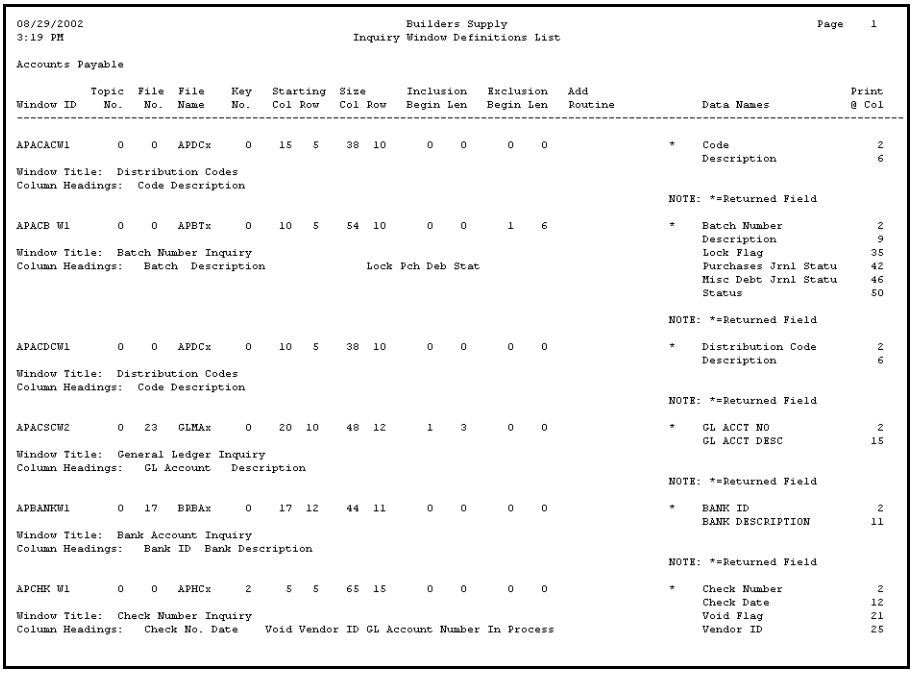
AP05  000000  {File Maintenance}
                              The functions in File Maintenance will allow you to change
                              vendor information, set up recurring entries, change terms and
                              distribution codes, change tables, perform periodic maintenance,
                              and to purge vendor comments.

AP06  000000  {Master File Lists}
                              The functions on the Master File Lists menu allow you to print
                              labels, a detail list of your vendors, a list of your vendor
                              comments, a list of recurring entries, and a tables list.
```

Inquiry Window Definitions List

The **Inquiry Window Definitions List** shows the inquiry windows on your system and the information they contain.

Inquiry Window Definitions List



08/29/2002 Builders Supply Page 1
3:19 PM Inquiry Window Definitions List

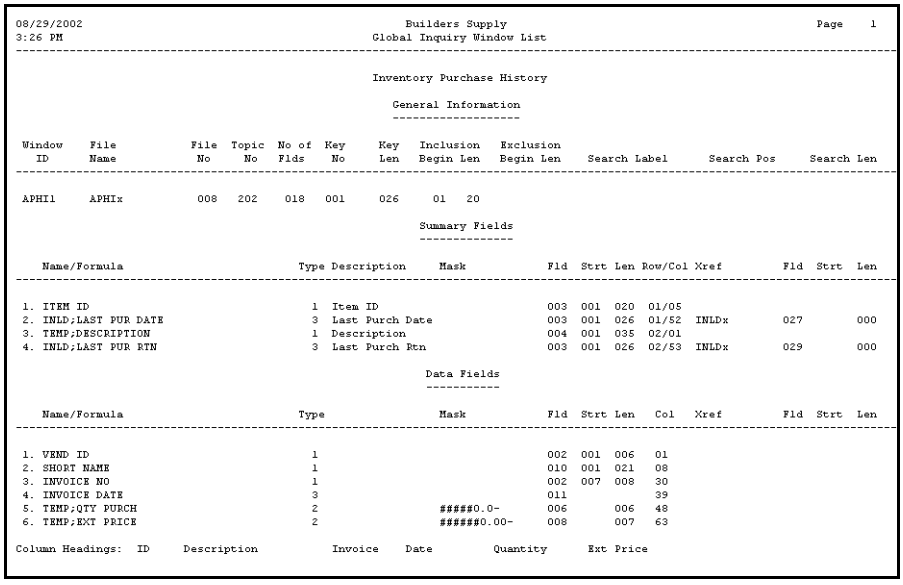
Accounts Payable

Window ID	Topic No.	File No.	File Name	Key No.	Starting Col	Starting Row	Size Col	Size Row	Inclusion Begin	Inclusion Len	Exclusion Begin	Exclusion Len	Add Routine		Data Names	Print @ Col
APACACW1	0	0	APDCx	0	15	5	38	10	0	0	0	0		*	Code	2
															Description	6
Window Title: Distribution Codes																
Column Headings: Code Description																
															NOTE: *=Returned Field	
APACB W1	0	0	APBTx	0	10	5	54	10	0	0	1	6		*	Batch Number	2
															Description	9
Window Title: Batch Number Inquiry															Lock Flag	35
Column Headings: Batch Description Lock Pch Deb Stat															Purchases Jrnl Statu	42
															Misc Debt Jrnl Statu	46
															Status	50
															NOTE: *=Returned Field	
APACDCW1	0	0	APDCx	0	10	5	38	10	0	0	0	0		*	Distribution Code	2
															Description	6
Window Title: Distribution Codes																
Column Headings: Code Description																
															NOTE: *=Returned Field	
APACSCW2	0	23	GLMAx	0	20	10	48	12	1	3	0	0		*	GL ACCT NO	2
															GL ACCT DESC	15
Window Title: General Ledger Inquiry																
Column Headings: GL Account Description																
															NOTE: *=Returned Field	
APBANKW1	0	17	BRBAx	0	17	12	44	11	0	0	0	0		*	BANK ID	2
															BANK DESCRIPTION	11
Window Title: Bank Account Inquiry																
Column Headings: Bank ID Bank Description																
															NOTE: *=Returned Field	
APCHK W1	0	0	APHCx	2	5	5	65	15	0	0	0	0		*	Check Number	2
															Check Date	12
Window Title: Check Number Inquiry															Void Flag	21
Column Headings: Check No. Date Void Vendor ID GL Account Number In Process															Vendor ID	25

Global Inquiry Window List

The **Global Inquiry Window List** provides information about each Global Inquiry window. This information is valuable if you are setting up windows and want a list of windows that have already been established.

Global Inquiry Window List



08/29/2002 Builders Supply Page 1
3:26 PM Global Inquiry Window List

Inventory Purchase History

General Information

Window ID	File Name	File No	Topic No	No of Flds	Key No	Key Len	Inclusion Begin	Inclusion Len	Exclusion Begin	Exclusion Len	Search Label	Search Pos	Search Len
APHI1	APHIx	008	202	018	001	026	01	20					

Summary Fields

	Name/Formula	Type	Description	Mask	Fld	Strt	Len	Row/Col	Xref	Fld	Strt	Len
1.	ITEM ID	1	Item ID		003	001	020	01/05				
2.	INLD;LAST PUR DATE	3	Last Purch Date		003	001	026	01/52	INLDx	027		000
3.	TEMP;DESCRIPTION	1	Description		004	001	035	02/01				
4.	INLD;LAST PUR RTN	3	Last Purch Rtn		003	001	026	02/53	INLDx	029		000

Data Fields

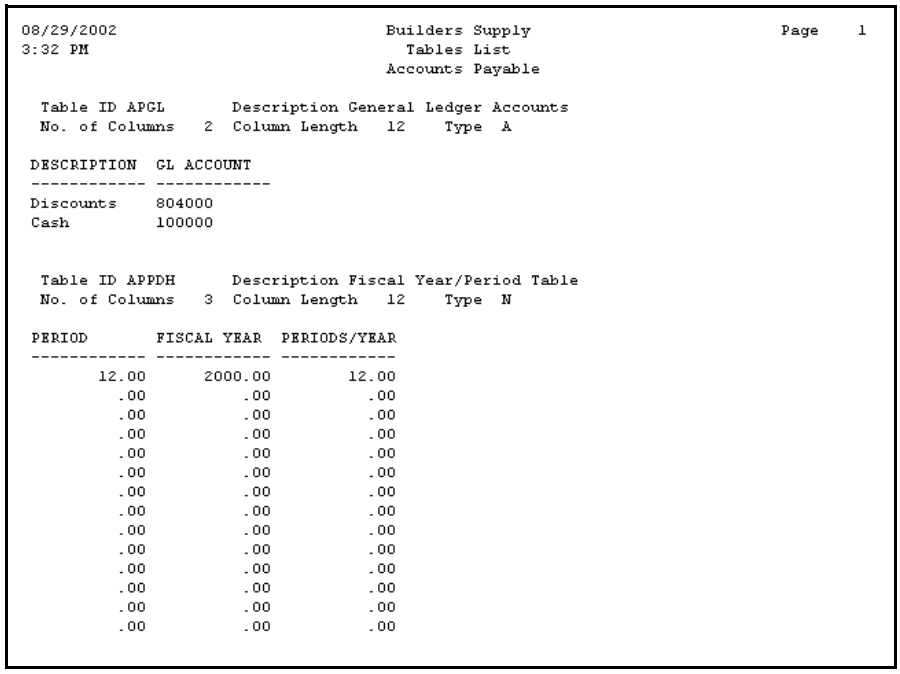
	Name/Formula	Type	Mask	Fld	Strt	Len	Col	Xref	Fld	Strt	Len
1.	VEND ID	1		002	001	006	01				
2.	SHORT NAME	1		010	001	021	08				
3.	INVOICE NO	1		002	007	008	30				
4.	INVOICE DATE	3		011			39				
5.	TEMP;QTY PURCH	2	#####0.0-	006		006	48				
6.	TEMP;EXT PRICE	2	######0.00-	008		007	63				

Column Headings: ID Description Invoice Date Quantity Ext Price

Tables List

The **Tables List** shows the tables that are in any application and the information they contain.

Tables List



```
08/29/2002                          Builders Supply                          Page    1
3:32 PM                               Tables List
                                    Accounts Payable

  Table ID APGL       Description General Ledger Accounts
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION  GL ACCOUNT
 ------------ ------------
 Discounts    804000
 Cash         100000

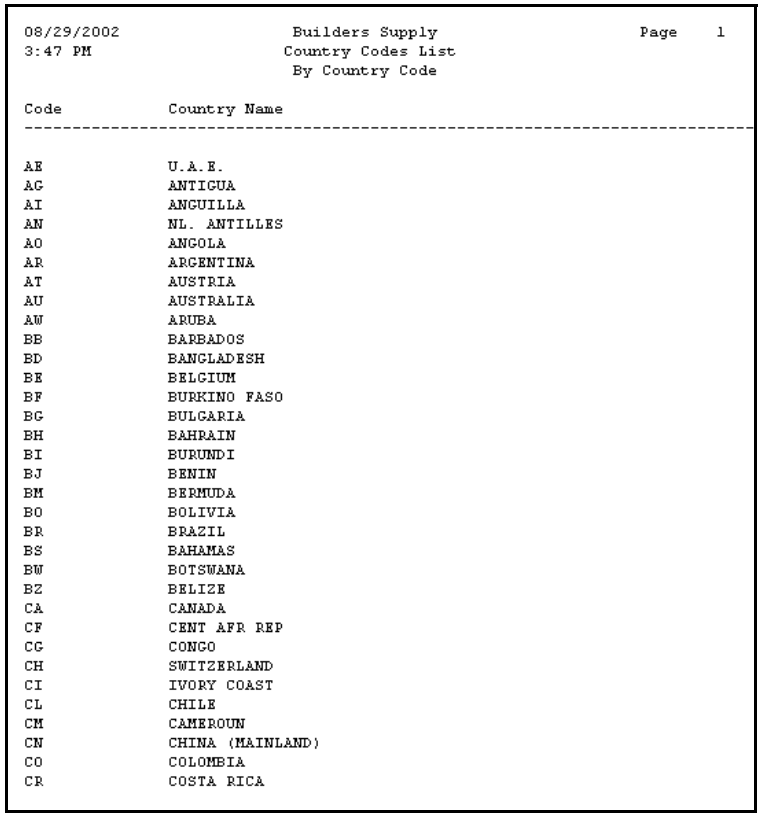

  Table ID APPDH      Description Fiscal Year/Period Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 ------------ ------------ ------------
        12.00      2000.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
```

Country Codes List

The **Country Codes List** shows the country codes and the names associated with the codes that are on your system.

Country Codes List



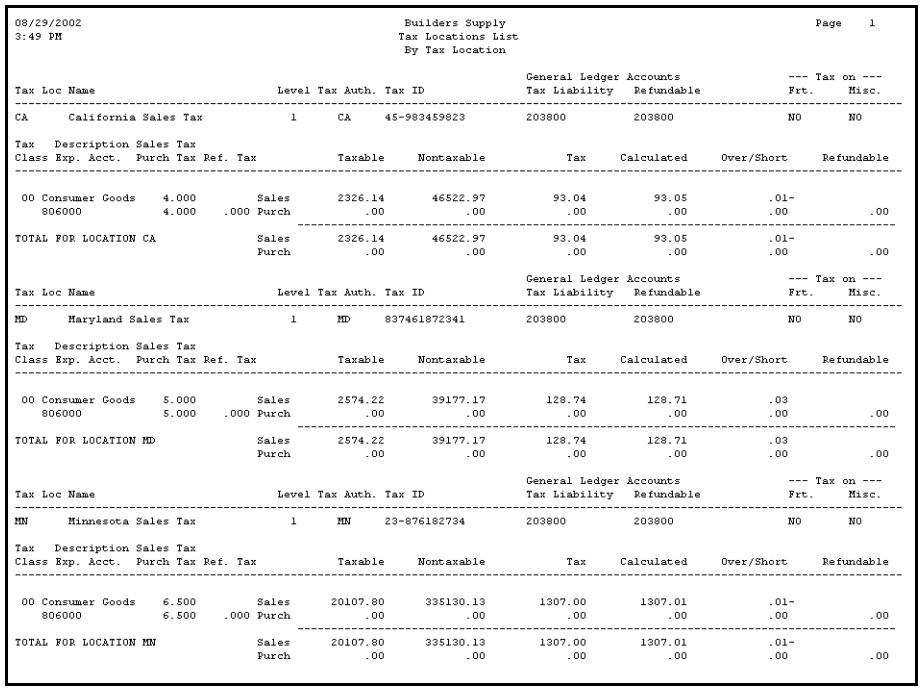
08/29/2002 Builders Supply Page 1
3:47 PM Country Codes List
By Country Code

Code	Country Name
AE	U.A.E.
AG	ANTIGUA
AI	ANGUILLA
AN	NL. ANTILLES
AO	ANGOLA
AR	ARGENTINA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA
BB	BARBADOS
BD	BANGLADESH
BE	BELGIUM
BF	BURKINO FASO
BG	BULGARIA
BH	BAHRAIN
BI	BURUNDI
BJ	BENIN
BM	BERMUDA
BO	BOLIVIA
BR	BRAZIL
BS	BAHAMAS
BW	BOTSWANA
BZ	BELIZE
CA	CANADA
CF	CENT AFR REP
CG	CONGO
CH	SWITZERLAND
CI	IVORY COAST
CL	CHILE
CM	CAMEROUN
CN	CHINA (MAINLAND)
CO	COLOMBIA
CR	COSTA RICA

Tax Locations List

The **Tax Locations List** shows the tax locations and tax authorities that are on your system. The list also identifies the sales and tax collected for each tax class in each tax location.

Tax Locations List



08/29/2002 Builders Supply Page 1
3:49 PM Tax Locations List
By Tax Location

Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liability	General Ledger Accounts: Refundable	--- Tax on ---: Frt.	--- Tax on ---: Misc.
CA	California Sales Tax	1	CA	45-983459823	203800	203800	NO	NO

Tax Class	Description / Exp. Acct.	Sales Tax Purch	Sales Tax Ref. Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	4.000		Sales	2326.14	46522.97	93.04	93.05	.01-	
	806000	4.000	.000	Purch	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION CA				Sales	2326.14	46522.97	93.04	93.05	.01-	
				Purch	.00	.00	.00	.00	.00	.00

Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liability	General Ledger Accounts: Refundable	--- Tax on ---: Frt.	--- Tax on ---: Misc.
MD	Maryland Sales Tax	1	MD	837461872341	203800	203800	NO	NO

Tax Class	Description / Exp. Acct.	Sales Tax Purch	Sales Tax Ref. Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	5.000		Sales	2574.22	39177.17	128.74	128.71	.03	
	806000	5.000	.000	Purch	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION MD				Sales	2574.22	39177.17	128.74	128.71	.03	
				Purch	.00	.00	.00	.00	.00	.00

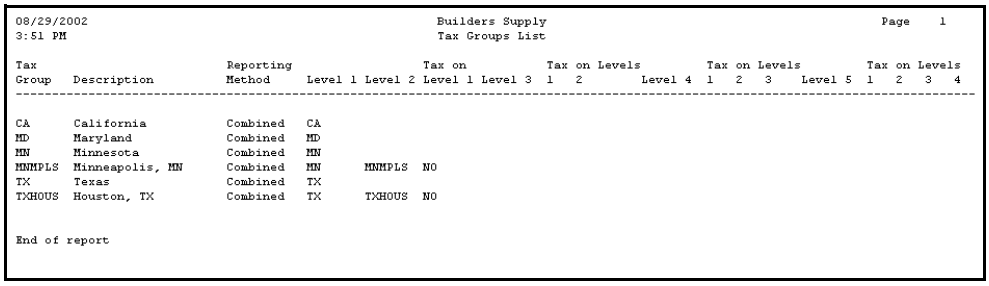
Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liability	General Ledger Accounts: Refundable	--- Tax on ---: Frt.	--- Tax on ---: Misc.
MN	Minnesota Sales Tax	1	MN	23-876182734	203800	203800	NO	NO

Tax Class	Description / Exp. Acct.	Sales Tax Purch	Sales Tax Ref. Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	6.500		Sales	20107.80	335130.13	1307.00	1307.01	.01-	
	806000	6.500	.000	Purch	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION MN				Sales	20107.80	335130.13	1307.00	1307.01	.01-	
				Purch	.00	.00	.00	.00	.00	.00

Tax Groups List

The **Tax Groups List** shows the tax groups that are on your system.

Tax Groups List



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3:51 PM Tax Groups List

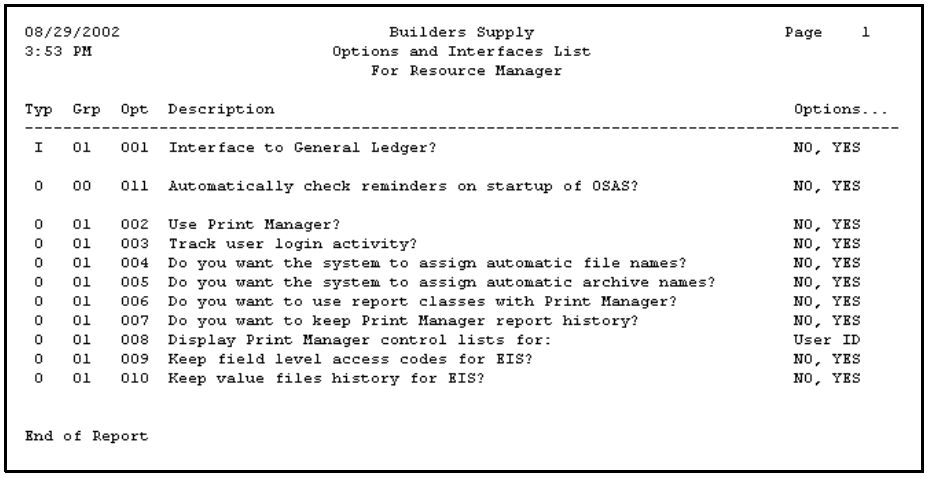
Tax Group	Description	Reporting Method	Tax on Level 1	Tax on Level 2	Tax on Level 3	Tax on Levels 1	Tax on Levels 2	Tax on Level 4	Tax on Levels 1	Tax on Levels 2	Tax on Levels 3	Tax on Level 5	Tax on Levels 1	Tax on Levels 2	Tax on Levels 3	Tax on Levels 4
CA	California	Combined	CA													
MD	Maryland	Combined	MD													
MN	Minnesota	Combined	MN													
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS	NO											
TX	Texas	Combined	TX													
TXHOUS	Houston, TX	Combined	TX	TXHOUS	NO											

End of report

Options and Interfaces List

The **Options and Interfaces List** shows the options and interfaces for the applications that are on your systems and the information they contain.

Options and Interfaces List



```
08/29/2002                          Builders Supply                          Page    1
3:53 PM                       Options and Interfaces List
                                  For Resource Manager

Typ  Grp  Opt  Description                                                    Options...
-------------------------------------------------------------------------------------
 I   01   001  Interface to General Ledger?                                   NO, YES

 0   00   011  Automatically check reminders on startup of OSAS?              NO, YES

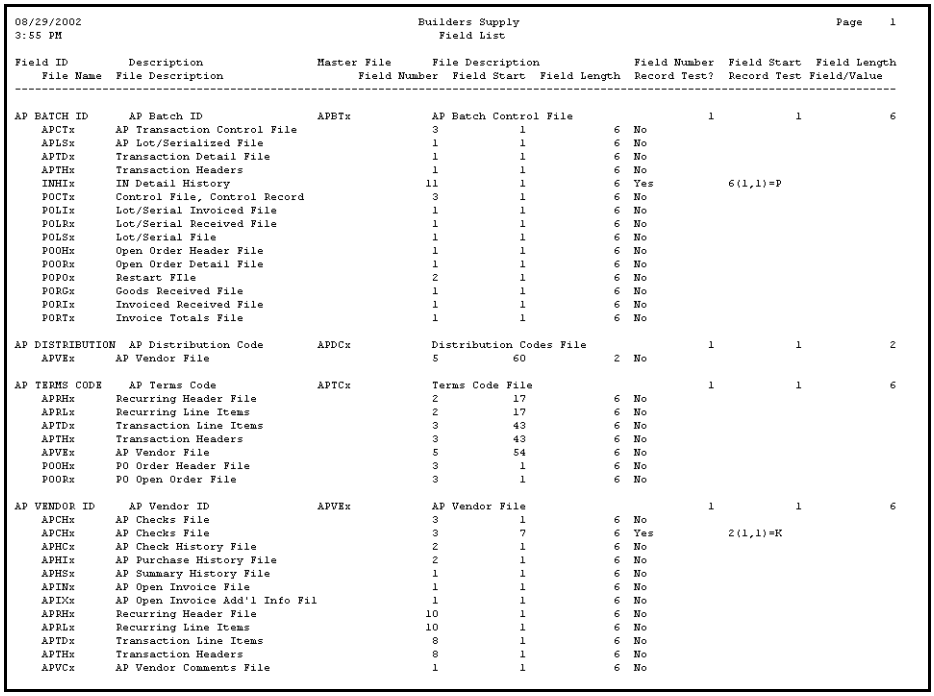
 0   01   002  Use Print Manager?                                             NO, YES
 0   01   003  Track user login activity?                                     NO, YES
 0   01   004  Do you want the system to assign automatic file names?         NO, YES
 0   01   005  Do you want the system to assign automatic archive names?      NO, YES
 0   01   006  Do you want to use report classes with Print Manager?          NO, YES
 0   01   007  Do you want to keep Print Manager report history?              NO, YES
 0   01   008  Display Print Manager control lists for:                       User ID
 0   01   009  Keep field level access codes for EIS?                         NO, YES
 0   01   010  Keep value files history for EIS?                              NO, YES


End of Report
```

Field List

Use the **Field List** function to view and print out all the field ID codes and the definitions. The field codes control how fields are changed when you use the **Change Fields** function.

Field List



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3:55 PM Field List

Field ID / File Name	Description / File Description	Master File / Field Number	File Description / Field Start	Field Length	Field Number / Record Test?	Field Start / Record Test	Field Length / Field/Value
AP BATCH ID	AP Batch ID	APBTx	AP Batch Control File		1	1	6
APCTx	AP Transaction Control File		3	1 6	No		
APLSx	AP Lot/Serialized File		1	1 6	No		
APTDx	Transaction Detail File		1	1 6	No		
APTHx	Transaction Headers		1	1 6	No		
INHIx	IN Detail History		11	1 6	Yes	6(1,1)=P	
POCTx	Control File, Control Record		3	1 6	No		
POLIx	Lot/Serial Invoiced File		1	1 6	No		
POLRx	Lot/Serial Received File		1	1 6	No		
POLSx	Lot/Serial File		1	1 6	No		
POOHx	Open Order Header File		1	1 6	No		
POORx	Open Order Detail File		1	1 6	No		
POPOx	Restart FIle		2	1 6	No		
PORGx	Goods Received File		1	1 6	No		
PORIx	Invoiced Received File		1	1 6	No		
PORTx	Invoice Totals File		1	1 6	No		
AP DISTRIBUTION	AP Distribution Code	APDCx	Distribution Codes File		1	1	2
APVEx	AP Vendor File		5	60 2	No		
AP TERMS CODE	AP Terms Code	APTCx	Terms Code File		1	1	6
APRHx	Recurring Header File		2	17 6	No		
APRLx	Recurring Line Items		2	17 6	No		
APTDx	Transaction Line Items		3	43 6	No		
APTHx	Transaction Headers		3	43 6	No		
APVEx	AP Vendor File		5	54 6	No		
POOHx	PO Order Header File		3	1 6	No		
POORx	PO Open Order File		3	1 6	No		
AP VENDOR ID	AP Vendor ID	APVEx	AP Vendor File		1	1	6
APCHx	AP Checks File		3	1 6	No		
APCHx	AP Checks File		3	7 6	Yes	2(1,1)=K	
APHCx	AP Check History File		2	1 6	No		
APHIx	AP Purchase History File		2	1 6	No		
APHSx	AP Summary History File		1	1 6	No		
APINx	AP Open Invoice File		1	1 6	No		
APIXx	AP Open Invoice Add'l Info Fil		1	1 6	No		
APRHx	Recurring Header File		10	1 6	No		
APRLx	Recurring Line Items		10	1 6	No		
APTDx	Transaction Line Items		8	1 6	No		
APTHx	Transaction Headers		8	1 6	No		
APVCx	AP Vendor Comments File		1	1 6	No		

System Messages A

***xx*CNVT.LOG - Error Log exists. Press Any Key to continue.**

The files you are trying to convert for an application have already been converted. If you must convert the files again, use the operating system commands to erase the specified file first.

Access code *{accesscode}* already exists.

You cannot have two access codes that are the same. Enter a different access code.

Access for file maintenance denied.

You are not authorized to use the **Maintenance** (**F6**) function you are trying to work with.

Access Name *{accesscode}* Not On File

The name you entered is not on file. Enter a name that is on file, or use the **Inquiry** (**F2**) command to look up and select a name.

You must use the **Access Codes** function in Resource Manager to define an access code (see page 3-19).

Access to *{item}* Denied

Your access to the field, function, or command you are trying to use is restricted. If you have clearance to use it, enter your access code first.

All form classes must match on batch selected jobs.
Form class cannot be changed on a batch selection.
If selected form class doesn't match printer form class, job will not print.
Selected jobs will not print if the form class doesn't match the printer's current form class.

In Print Manager, all the jobs you select to print in a batch must have the same form class. Select print jobs with the same form class, or print one job at a time if print jobs have different form classes.

A driver file name must be supplied when using Device Type 'doscon'.

The terminal you are trying to set up requires a value in the driver file name field.

Alpha Characters Not Allowed with Numeric Field Mask

You cannot use letters in a math formula for a field whose mask is numeric. Remove the letters or change the mask.

Application information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you have inserted the correct diskette. If you are installing from a CD-ROM drive, make sure the CD is in the drive and try again.

Application is not flagged as installed.
Application *{appID}* does not exist.

You must install an application before you can create or convert files for it.

Application not installed for this company.

You cannot change options and interfaces for an application that is not installed for the company. Install the application, create or convert files, and then run the function again.

Application version must be greater than or equal to *{version}*.

Installing this version number may cause compatibility problems throughout your system. Do not attempt to install an older version of an application over a newer one.

BASIC ERROR = *{number}* HOST ERROR = *{number}* LINE = *{line}* PROGRAM = *{program}*
BASIC ERROR = *{number}* LINE = *{line}* PROGRAM = *{program}*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Beginning date is not immediately after ending date of previous period.

Dates must not be missing between the ending date of one period and the beginning date of the next period. Change the dates of the periods.

Cannot change this option. Change option *{optionnumber}* to *{optionvalue}*.

You must change the option in the message before you can change the current option.

Cannot find *{terminaltype}*.

The terminal type or termcap entry you specified is not in the termcap file. Enter a different terminal type.

Cannot open print device - *{devicename}*.

The printer you specified cannot be accessed now. Make sure that the printer is online. If you want to quit without printing, press **Ctrl+Break**.

Cannot rebuild this type of file.

You cannot use the Rebuild/Verify function for the file you selected.

Cannot Perform Calculations With Strings

A string is a set of literal characters within quotation marks. You cannot use string variables in a formula (for example, “SALES” + F1[1] is an invalid formula).

Changing the column length may alter the display of data.

If you change the column length, the data will be reorganized to fit that column length, which may produce undesirable results.

Changing the number of columns may alter the display of data.

If you change the number of columns, that data will be reorganized into the number of columns you specified, which may produce undesirable results.

Column must be between 1 and 78.

The position of the column must be in the range 1 through 78. Enter a number in this range.

Could not find any valid source files for this application.

The directory you specified for the files you want to convert does not contain files for the application. Enter the correct directory name.

Data files exist. Do you want this task to erase them?

Data files exist for the application you are trying to convert. Select **Yes** (or enter **Y** in text mode) if you want the data files for the application to be erased. Select **No** (or enter **N** in text mode) if you want to abandon the operation.

Data files exist for this company - cannot delete.

You cannot delete the company from the system because it has data on file. Use the appropriate operating system command to back up and delete the files from the data directory. Then delete the company.

Device ID *{deviceID}* already exists.

You cannot use the same ID for more than one device. Enter a different ID, or exit from the function and edit the device ID you specified.

Directory does not exist.

The directory you specified for the files you want to convert does not exist. Enter a different directory name.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Make sure that the door to the diskette drive is closed.

Display Mask Does Not Fit on Screen

The size of the display mask is larger than the screen holds. Try to place the field farther away from the right side of the screen in the EIS Dashboard Editor function.

Do you want a printout of the error log after each application?

If you want to produce a copy of the error that occurred during conversion after each application has been converted, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Each column's position must be greater than any previous.

You must enter a position for the window column that is a higher value than that for a column you entered previously.

Empty Screen. Press <Enter> to load a Different Screen

The screen does not have any fields to be displayed. Use the **Dashboard Editor** function to add one or more fields to the screen, or load an EIS Dashboard.

Error Found in Formula

You have made a syntax error in the field's math formula, probably because you violated a math rule.

Error in window definition.

You defined a window incorrectly. Make sure that the fields are the correct type (numeric or string), the field lengths are correct, the starting and column positions are within the limits, and so on. Then enter the window definition again with the correct values.

Error log messages exist. Press a key to get output device selections.

After you press a key, you can select the output device you want to use to produce a copy of the error log.

Existing record length exceeds new record length.

When you change the file size, you cannot specify a record length that is smaller than the length of the existing data records. Enter a larger record length.

Error opening the SYSGUI channel, please check and make sure you have setup the X0 Device in your config.bbx file.

You will get this error if you select or run a GUI menu or function and you have not setup a sysgui device in your config.bbx file. Enter the following line into your config.bbx file:

alias X0 SYSGUI

File cannot be locked.

You cannot rebuild or verify the file you selected because the file is open at another workstation.

Field ID *{fieldID}* Is Not on File
Field ID *{fieldID}* Not Found

The field you entered is not on file. Enter a field that is on file, or use the **Inquiry** (**F2**) command to look up and select a field. To define a field, use the Field Definitions function.

Field *{fieldID}* is Invalid

The field is not valid because you entered a function incorrectly in the math editor. It recognizes functions in the format F*n*[*m*].

Field *{fieldID}* Is Not Defined As Numeric

The function you are assigning to the field ID returns alphanumeric values. The display mask accepts numbers only. Change the display mask, or use a function that returns numeric values.

Field Setup Not Defined

You cannot assign setup types to a field whose setup ID is not defined. You might have made a typographical error when you assigned the setup ID to a field.

Enter the field ID in the Field Definitions function and enter an existing setup ID, use the **Inquiry** (**F2**) command to look up and select an ID, or define this setup ID in the Setup function.

Field Will Overlap Other Fields

If you place the field too close to another field, its information will overlap the adjacent fields.

First and Last Characters Must Be Quotation Marks

If you return literal values (with quotation marks), the first and last characters must be quotation marks. Otherwise, you have an odd number of quotation marks or you are trying to use strings. The math editor does not recognize either situation.

Remove the quotation marks or use them as the first and last characters.

Function *{functionID}* Does Not Return Element *{element}*

A math editor cannot return a functional element that does not exist. (An element is a line number in the Functions scroll region.) For example, if APBAL returns two values, you cannot make the math editor return F1[3], since element number three does not exist.

You cannot enter an element of 0, an element greater than the number of elements the function recognizes, or a fractional number.

Function ID *{functionID}* Is Not on File
Function ID *{functionID}* Not Found

The function you entered is not on file. Enter a function that is on file, or use the **Inquiry** (**F2**) command to look up and select a function.

To define a function, use the Functions function after you have coded the functional program in Business BASIC.

Function *{functionID}* In Field *{fieldID}* Is Not Defined

The formula uses a function that has not been defined. Change the field definition to use a different function.

Function *{functionID}* Not Fully Defined

The function you are trying to use does not use a setup type; a setup type must be used.

Function Number Missing From Field *{fieldID}*

You did not specify a function in the formula for the field definition. For example, you might have written F[3] instead of F1[3].

File name information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you inserted the correct diskette.

***{file name}* is missing from queue. Cannot archive.**

The print job you are trying to archive does not exist. It may have been deleted from the directory. Check the file name and try again.

***{file name}* is missing from queue. Cannot search.**

The print job you are searching for does not exist. It may have been deleted from the directory. Check the file name and try again.

File type not supported.

You cannot use the **Change File Size** function to change the size of an indexed or string file.

fs load error = *{number}*
bbx: unable to open channel *{number}*
ERROR - A BBx error has occurred

You cannot start the accounting software with a terminal ID that is not set up in your **config.bbx** file. Make sure that the config.bbx file is on your system, and start OSAS with a different terminal ID. If the problem persists, get help from a support technician.

Global string *{maskname}* is not defined.

The user mask you entered is not set up in memory. Check the name and enter a different user mask.

History Not Selected in Options Table

The history option is not valid if the **Keep Values File History** option is set to **No** in the **Options and Interfaces** function in Resource Manager (see page 3-15).

Incompatible enhancement.

The enhancement you are trying to install is incompatible with a previous enhancement. Contact the reseller who sold you the enhancement.

Insufficient memory available.

Your computer does not have enough memory available to use the function. Close some of the other programs you are running and try the function again. If you still get the message, see your dealer about purchasing more RAM for your computer.

Invalid characters in company ID.

The character you entered is not a valid file name in the operating system.

Invalid *{backup/restore}* command found in the OSxxx.txt file.

You have a bad command in the backup or restore file displayed.

Invalid date - *{format}*.

The date you entered does not conform to the date format that is used on your system. Enter the date again, using the format shown in the message.

Invalid device ID.

The device ID you entered is not valid. When you set up a terminal ID, it must begin with the letter **T**; when you set up a printer ID, it must begin with the letter **P** or **L**; and when you set up a plotter ID, it must begin with the letter **D**.

Invalid Element *{element}* In Field *{fieldID}*
Invalid Function Number *{number}* In Field *{fieldID}*

The formula has an invalid element or function number.

Invalid entry.

The information you entered is not valid. Enter the data correctly.

Invalid Time

The format is hh:mm.

Invalid version number please enter again.

The version number you entered is not valid. Enter a different version number.

Invalid workstation ID.

The system does not recognize the workstation ID you entered. Enter a different ID.

Mask format error, use *{mask}*.

The data you entered does not fit the format for the field. Enter the data again, using the format shown in the message.

Math expression does not contain matching parentheses.

The data name you chose is invalid in this window definition.

Move to New Location and Press Enter

Move the cursor to the spot on the EIS Dashboard where you want the left edge of the field to appear, and press **Enter**.

Memo accounts are not allowed.

The GL account you entered cannot be set up as a memo account in General Ledger.

Must build 'CNVT*xxx*' table to validate period entry.

Access the Period Setup function and fill in the lower half of the screen, which includes the period beginning and ending dates.

Must build OPT table first.

The application you are working with does not have an OPT table. Use the **Application Tables** function to create one.

Must define base window definition first.

You must define the base window before you can create an alternate inquiry window definition. Enter a window ID without a character in the ninth position and create it first.

Must enter Copy From ID.

This function requires that you enter a Copy From ID to create a new record.

Must enter country code.

You cannot create a blank country code.

Must enter numeric value.

The data you entered must contain only numbers.

Must Enter Valid Date

The format is **mm/dd/yyyy**.

Must Enter Valid Time

The format is **hh:mm**.

Must enter (Y)es, (N)o, or an enhancement ID.

You cannot leave this field blank. Enter **Y**, **N**, or an application enhancement ID.

No application installed for this company ID.

No applications are installed for the company you selected. Select a different company ID, or create the application files for the company before you try the function again.

No applications to convert.

You did not enter any applications to convert. Enter the IDs of the applications whose files you want to convert.

No conversion program found for this application.

You cannot convert files for the application, or the conversion program is missing from your system. Choose a different application to convert, or copy the conversion program to the application's program directory.

No data directories are defined.

You did not specify the directory that contains your data files. Use the Directories function to specify the directory.

No Fields in Formula

A formula must contain at least one field.

No OSCODE File. Setup Company Access Codes First

You must set up access codes through Resource Manager before you set them up in EIS. (See page 3-19).

No help records matching this field name.

The help record you specified does not contain any descriptive text. Enter a different help ID.

No jobs have been selected for batch processing.

Before printing jobs that are in the queue, you must select at least one print job to be included in the batch by using the **B** command.

No options found for this application.

The application you selected has no options.

No source files found for *{applID}*.

The source files were not found for the application you are working with. Check the directory that contains the files to be converted for the proper source files.

No unprinted suggestions match print selections.

The suggestions you entered have already been printed.

Number of columns must be greater than 4.

The window must be more than four columns wide.

Number of rows must be greater than 4.

The window must be more than four rows long.

Options and Interfaces *{program}* not found.

The system cannot access the program that is used to set options and interfaces for the application. Choose a different application, or make sure that the application is installed properly before you try again.

Path: pathname cannot be created/accessed.

The pathname you specified cannot be created or accessed. Enter a different pathname to create, or use the Application Information function to ensure that the application is installed properly. Then try the function again.

Print Manager is unable to locate the print file *{file name}*.

Check the name of the print job you are trying to print and try again.

Possible Invalid Characters in Mask

You have entered characters other than **X** or **9** in the mask.

Record is in use.

Another terminal on your system is using the data record you are trying to access. Wait a few minutes and try again.

Record not in file.

The record identified by the data you entered in the field is not in the file. Enter a different value in the field.

Removing Resource Manager is not allowed.

You cannot remove Resource Manager from the system.

Screen Definition File *{file name}* Not Found

You cannot load a screen that is not on file. Use the **New Screen** command to define a screen, load an existing screen, or use the **Inquiry** (**F2**) command to look up and select a screen.

Setup ID *{setupID}* Is Not on File

The setup ID you entered is not on file. Enter an ID that is on file, or use the **Inquiry** (**F2**) command to look up and select an ID.

Sharing violation reading drive *{drive}* Abort, Retry, Fail.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Source directory cannot be an OSAS directory.

You must enter a directory that is not used by OSAS. Create a directory to convert from and enter it as the source directory.

Spool file *{file name}* is in use. Press Enter to abort.

Someone else is using the file you are trying to access. Try again later.

Starting column must be less than 75.
Starting column plus number of columns must be less than 80.

The starting position of the window you create cannot be beyond screen column 74, and the last column in the window cannot extend beyond column 79. Make the window smaller, or position the first column farther left.

Starting row must be less than 20.
Starting row plus the number of rows must be less than 25.

The starting position of the window you create cannot be below screen line 19, and the last row of the window cannot extend beyond line 24. Make the window smaller, or position the first row higher.

Suggestion *xxxx* not on file.

The suggestion number you entered is not in the Suggestions file.

The current period is invalid. Must be between 1 and x.

The current period you entered is not valid with the number of periods/year. Enter a number that is less than or equal to the number of periods/year.

There are no options or interfaces for this application.

The application you entered does not have any options or interfaces. Make sure that the application is installed on your system and that the data files have been created or converted.

The version entered is less than any available conversion programs.

The version you specified has no conversion program.

This application has violated system integrity due to an invalid general protection fault and will be terminated. Quit all applications, quit Windows, and then restart your computer.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Thru value cannot be less than From value.

When you specify a range of items for a report, the ending value (Thru) cannot be less than the beginning value (From).

Unable to Create Directory.

The system cannot create the directory you specified. Check the drive letter and the spelling of the pathname and try again.

Unable to Delete *{screen name}*

You cannot delete the screen. Check whether the screen is under restricted access.

Unable to execute program *{program}*.

The system cannot run the program you selected from the menu. Make sure that the program file shown in the message is present in the application's program directory; then select the function again.

Unable to load company information.

The system cannot access the company information file. Someone may be using the Company Information function. Try again later. If the situation persists, get help from a support technician.

Unable to load menu record *{record}* from file *{file}*.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to load PREFIX information.

Someone may be editing the directory records or application information files. Try again later. You can get more help from a support technician.

Unable to load workstation information.

Someone may be editing the workstation defaults or configuration records. Try again later. You can get more help from a support technician.

Unable to lock - file in use.

You cannot run a function that must lock a file that is being used by another workstation on your system. Try the function again when no one else is using the file.

Unable to open file.
Unable to open - file in use.

The file you are trying to use is locked at another terminal on your system, or the file is corrupted. Wait a few minutes and try again. If the condition persists, get help from a support technician.

Unable to print to device.

The system cannot access the device you are trying to print to. Make sure that the device is online; then try again.

Unmatched Parenthesis Found in Formula

Every left parenthesis must have a right parenthesis, and vice versa.

Unmatched Quotation Marks Found in Formula

You must have an even number of quotation marks in a formula.

Version number must be equal to or greater than installed application.

You cannot install an earlier version of an application over a more recent version.

Version number too large.

The version number you entered is too large. Check the version number and try again.

Warning: invalid date entered.

The date you entered is not valid. The month you entered does not end with the day specified.

Warning! Setup Type *{type}* Not Used!

When you establish a setup ID, you usually want to use all the available setup types. If you do not, this message appears.

You can bypass the message, but be careful if you do. Some functions do not work properly or produce the correct information if setup types are missing. In general, assign all the possible setup types to a setup ID.

Warning: 'RMPD*xxx'* table does not exist. Entry here will add table.

The **RMPDxxx** table has not been set up. Press **Enter** to create a new table.

Width of window data is greater than window size.

Because the data you selected to appear in the window is wider than the window size you defined, the window data will be truncated.

Window *{windowID}* not on file.

The window ID you selected is not in the Definitions file for the application.

You must enter a version number.

You cannot proceed with the conversion until you enter a valid version number.

File Descriptions B

xxAPPL.TXT (Application Information)

The xxAPPL.TXT file stores information about the applications to be installed on the system.

xxDATA (Data Information)

The xxDATA file stores the data file information for applications. This information is used to create files during installation, rebuilding/resizing files, and printing the **Data File Allocation Report**.

xxFILES.TXT (Installation Copy Program)

The xxFILES.TXT file determines which files to copy and when to prompt for another application volume during installation.

xxFRST.TXT (First Program Instructions)

The xxFRST.TXT file stores BB^{X} statements that perform special functions before the installation of an application.

xxHELP (Help)

The xxHELP file stores all the help screens for fields in all the applications. When you use the **Help (F1)** command in a different application, the information is accessed from this file.

xxLABEL.TXT (Label)

The xxLABEL.TXT file stores the application name and copyright information. The label information is used to verify that the appropriate installation media is installed, and the copyright information is merged into the system copyright file.

xxLAST.TXT (Last Program Instructions)

The xxLAST.TXT file stores BB^{X} statements that perform special functions after the normal installation of an application.

xxMN (General Menu)

The xxMN file stores the menu records to be displayed on the screen for a company or an application.

xxMSG (Message)

The xxMSG file stores the system messages for all applications. To view or change system messages for an application, use the **System Messages** function.

xxOI (Options and Interfaces Definition)

The xxOI file stores records with Option definitions and application links for a single application.

xxSWCH (Options Linkage Instructions)

The xxSWCH file stores the instructions that apply to a particular application and sets the option switch of another application to the same value.

xxTB (General Table)

The xxTB file stores information that is relevant to each application. For example, the general table records contain information such as the table ID, number of columns, table type, and table data.

xxWIND (Window Definition)

The xxWIND file stores information needed to display an inquiry window. The information from this file is then used by GENWIND.PUB to create an inquiry window.

CNVTLOG (Conversion Log)

The CNVTLOG file stores the errors that occurred during conversion.

EIFDDTA (Field Definition Data) file

The EIFDDTA file stores the field IDs and descriptions. It also stores the functions and setup records needed to generate each field. Each field ID corresponds to a field value in the EIVAL file.

EIFDHDR (Field Definition Header) file

The EIFDHDR file stores each field's ID, mask, description, and math formula. It also stores the value, date and time, terminal, and error type of the field's last calculation.

This information is displayed when you use the **View** command on the EIS Dashboard. You can use the **Field Definitions** function to change the ID, mask, description, and math formula.

EIFUDTA (Function Data) file

The EIFUDTA file stores each value returned by a function. A function can return several values. Use the **Recalc** or **Global** command on the EIS Dashboard or the **Global Dashboard Update** function to make a field return a value.

EIFUHDR (Function Header) file

The EIFUHDR file stores such information as the ID and description of each function. Use the **Functions** function on the **File Maintenance** menu to enter the function's ID and description.

EIHIST (Field History) file

The EIHIST file stores field values and the dates and times that the field was updated. If you save an EIS Dashboard to history, values from the fields are saved here. The EISCR file saves only the EIS Dashboard's ID and title.

The information is retrieved from the EIHIST file when you produce the **Dashboard History Report**.

EISCR (Screens) file

The EISCR file stores a list of the stored EIS Dashboard IDs and descriptions. This information is updated when you build or save the layout of an EIS Dashboard and is retrieved when you load an EIS Dashboard.

The values from an EIS Dashboard are not stored here; they are stored in the EIHIST file because the system does not distinguish between one field and a group of fields. When you save an EIS Dashboard, the values of the fields are sent to the EIHIST file as though you had saved each field individually. Only the ID and title of the EIS Dashboard are stored in the EISCR file.

EISTDTA (Setup Data) file

The EISTDTA file stores the data retrieved from each setup ID when a field value is recalculated. The data includes the type and From/Thru information. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The information is stored here and retrieved when you define a field.

EISTHDR (Setup Header) file

The EISTHDR file stores the setup ID headers and user-defined information to be used by a function for calculation. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The actual data is stored in the EIVAL file.

EITB (Tables) file

The EITB file stores the settings you entered in the **Options and Interfaces** function in Resource Manager for EIS. (See the *Resource Manager User's Manual*; use EI as the application ID.) This version of EIS uses only two switches in the OPTxxx table and none in the OP2xxx table. EIS recognizes only these two tables.

EIVAL (Calculated Values) file

The EIVAL file stores each value that is displayed on an EIS Dashboard, the terminal that last updated the value, and the last update date and time.

When the functions calculate a value, the data (including the system date and time) is sent to this file. The EIS Dashboard function retrieves the data and sends it to the screen. When you use the **Recalc** or **Global** command on an EIS Dashboard or the **Global Dashboard Update** function, the information is stored here.

OSAPPL.DOS and OSAPPL.UNX (Application)

The OSAPPL.* files store information about individual applications. Resource Manager uses the files during installation and to control the Applications menu. The OSAPPL.DOS file is used on Windows systems, while the OSAPPL.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSAPPL.UNX file for program path information and the Windows workstations use OSAPPL.DOS.

OSBUF.TXT/OSREF.TXT (Backup/Restore—disk)

The OSBUF.TXT and the OSREF.TXT files are text files that contain the command to back up or restore files from a diskette. Refer to the Backup/Restore Commands screen for more information.

OSBUT.TXT/OSRET.TXT (Backup/Restore—tape)

The OSBUT.TXT and OSRET.TXT files are text files that contain the command to back up and restore files from a tape. Refer to the Backup/Restore Commands screen for more information.

OSCL (Workstation Colors)

The OSCL file stores information about the color sets used for a workstation's 14 windows and screens. Set up the colors of your workstation through the **Colors** function.

OSCN (Country)

The OSCN file stores such information about countries as the country code and the name of the country.

OSCNVT (Conversion)

The OSCNVT file is used to compare the new application conversion and data files with the current application files. This file is used to determine what version is on the system.

OSCNVT.HDR (Conversion Header)

The OSCNVT.HDR files stores general conversion information.

OSCODE (Access Codes)

The OSCODE file stores such access code information as the access name, menu type, program, menu parameter, and access code for each user. If no access code exists for a company, all the menu selections are valid. If an access code exists for a company, the information is stored in the OSCODE file. Set up access codes through the **Access Codes** function.

OSCOMP (Company)

The OSCOMP file stores the company names, addresses, and numeric mask defaults associated with company IDs. Each time a new company ID is defined in the **Company Information** function, a record is added to this file.

OSCOPR (Copyrights Messages)

The OSCOPR file stores copyright messages for applications, enhancements, and add-ons.

OSDE (Device Setup)

The OSDE file stores information needed to construct a maintenance screen for the **Devices** function.

OSDF (Workstation Defaults)

The OSDF file holds information about the default values used for each workstation: toggle defaults, field defaults, and directory defaults. Set up defaults on your workstation through the **Defaults** function.

OSEL (E-mail History)

The OSEL file stores the addresses of the sender and recipient, the date and time, the subject, and the application ID and menu title of e-mail messages sent through OSAS. Use the **E-Mail History Report** function to view the contents of this file and the **E-Mail History Purge** function to clear it.

OSER (Error)

The OSERxxx file stores information about BASIC errors that occur during normal operation. Use the **Error Log** function to produce a list of the errors.

OSFRM (Application Form Type)

The OSFRM file stores form types for the OSAS applications installed on your system.

OSINFO.DOS and OSINFO.UNX (System Directories)

The OSINFO.* files store information that is unique to the entire OSAS system on a certain operating system:

- installation/backup device
- main program directory
- three data directories
- Report Writer data directory
- sample data directory
- system files directory
- utilities directory

- The OSINFO.DOS file is used on Windows systems, while the OSINFO.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSINFO.UNX file for path information and the Windows workstations use OSINFO.DOS.

OSKY (Workstation Keyboard)

The OSKY file stores information about the keyboard values used for each workstation. Set up your keyboard through the **Keyboard** function.

OSMN (Other Commands Menu)

The OSMN file stores the Other (**F4** twice from a menu, **F4** once from a field) Commands menu for each company.

OSMNxxx (Main Menu)

The OSMNxxx file stores the menu records displayed on the screen for an application. The main menu for a single company is updated when data files are created, the main menu is edited, or an application is removed from the system.

OSPRN (Application Form Printer)

The OSPRN file stores form printer information.

OSTD (Temporary config.bbx Detail)

The OSTD file is a temporary file that stores detailed information about a device in the config.bbx file. This file is built and removed in the **Devices** function.

OSTM (Temporary config.bbx Master)

The OSTM file is a temporary file that stores the master list of devices in the config.bbx file. This file is built and removed in the **Devices** function.

OSVAR (VAR Information)

The OSVAR file stores the dealer and support information you enter in the **Support Information** function.

PMARCxxx (Archive)

The PMARCxxx file stores archived print jobs.

PMCLASS (Printer Class)

The PMCLASS file stores the last form class the printer used.

PMHSTxxx (Transaction History)

The PMHSTxxx file stores transaction history. This file is cleared when you use the **Purge Transaction History** function.

PMMENxxx (Login Activity)

The PMMENxxx file stores user login activity.

PMOPTxxx (Parameter)

The PMOPTxxx file stores the parameter defaults you enter in the **Parameter Maintenance** function.

PMQUExxx (Active)

The PMQUExxx file stores active print jobs.

PMSIZxxx (Form Class)

The PMSIZxxx file stores the form classes you set up in the **Form Classes** function.

RMCDxxx (Tax Class Code)

The RMCDxxx file stores tax classes and descriptions. When you set up tax locations, you assign a percentage and other information to each tax class. The file is set up through the **Tax Classes** function.

The RMCDxxx file is used only by Accounts Receivable but is stored in Resource Manager so that it can be of future use to other applications.

RMDEVDEF (Device Definitions)

The RMDEVDEF file stores sample device names that are used as an inquiry window during device maintenance.

RMDRVDEF (Driver Definitions)

The RMDRVDEF file stores terminal and plotter driver file names that are used as an inquiry window during device maintenance.

RMGIDEF (Global Inquiry Definitions)

The RMGIDEF file stores information and file names that are used as an inquiry window during global inquiries.

RMPRNDEF (Printer Definitions)

The RMPRNDEF file stores the default printer definitions that are used as an inquiry window during device maintenance.

RMTDxxx (Tax Location Detail)

The RMTDxxx file stores such tax location detail information as the percentage rates and tax expense account.

RMTHxxx (Tax Location Header)

The RMTHxxx file stores the tax location header information.

RMTXxxx (Tax Locations)

The RMTXxxx file stores such tax location information as the tax authority, tax ID, amount of taxable and nontaxable sales, tax collected for each location, and GL account that sales taxes are posted to from other applications.

RMUCxxx (User Comments)

The RMUCxxx file stores the comments you enter in the **User Comments** function.

RMUIxxx (User ID)

The RMUIxxx file stores descriptions of user IDs for the **User Comments** function.

SUGGEST (Suggestions)

The SUGGEST file stores the suggestions entered through the **Other Commands** menu. Suggestions might include enhancements to the software that you would like to see.

Common Questions C

For the latest answers to OSAS-related questions, see our website at www.OSAS.com/support/osas/faq.

Which interpreters work with Windows?

XW - Microsoft Windows 95, 98, NT, and 2000
XY - Microsoft Windows Netware Client

My customer is running multiple servers (Windows 95/98, Windows NT, Windows 2000, Novell, etc.) on the same network. Will there be any problems installing OSAS for Windows?

As long as OSAS is installed on a supported server—Windows 95/98, Windows NT 3.51 with service pack 5 or 4.0 with service pack 5, Windows 2000, or Novell 3.2, 4.11, or 5.0—there should be no problems.

What workstations are supported for OSAS for Windows?

OSAS for Windows supports workstations running under Windows 95/98, NT 3.51 Workstation with service pack 5, NT 4.0 Workstation with service pack 5, and Windows 2000.

When I use continuous forms with a sysprint device, why is there an extra form feed after the alignment mark?

When you print to a spooled printer, Windows automatically generates a form feed. Printing an alignment mark requires opening and closing the printer, which triggers a form feed through Windows. Turn the alignment marks off through the **Form Codes** function in Resource Manager. If you want to print direct without the form feed, you need to set up a device in OSAS that will print to the local port (for example, **/dev/ltp1** for Windows 95/98 and **lpt** for Windows NT) and the windows print driver needs to print directly to the port.

What's the best way to make changes to my CONFIG.BBX file?

The Resource Manager **Devices** function is designed so that the ALIAS parameters and STBLEN values are automatically adjusted for you.

Why do my laser forms not align?

Printers have different drivers that cause forms to align differently. See Appendix D for more information about aligning laser forms.

When I choose a sysprint printer, illegible characters are printed. What can I do?

Try changing the FONT setting for the printer in the CONFIG.bbx file. Under the **Devices** menu (see page 2-9) and select **YES** to overwrite. Select the appropriate printer and enter **"Courier New"** (including the quote marks). Save you changes and test your printer. If Courier New does not fix the output problem, try other fonts.

The graphics on the console are not displayed correctly on SCO Open Server 5. What is wrong?

SCO Open Server 5 sets the console device to be IBM terminals instead of ANSI terminals. Enter **mapchan -n** into the .profile file.

Print Manager

How can I access the Print Manager command letters and their functions?

The commands are displayed when you use the **Help** (**F1**) command. When you know which command you want to use, use the **Exit** (**F7**) command on the Help screen. Then enter the command.

Do the same access codes in OSAS apply to Print Manager?

Yes. If you do not have access to an OSAS function, you will not be able to access a print job that was produced using that function.

How can I make Print Manager print reports without supervision?

You can use the **Tag** command to mark the reports you want to print. The reports you want to print in the batch must have the same form class. Then use the **Print Batch** command to print the jobs you selected.

Does the form class configure the printer for the form I selected?

No. The form class assigned to the print job reminds you to verify that the proper paper is loaded in the printer, but it does not configure that printer.

Can I print more than one copy of a selected print job?

Yes. After you have selected the file and used the **Print** command, enter the number of copies you want to print in the Control window that appears.

EIS

What is a function?

A function is a small program that processes data in a file and returns one or more values. Use the **Functions** function on the **File Maintenance** menu to define the values in the function. You can display the data straight from the function, or you can use the **Math formula** to manipulate the data the function provides from one or more functions to calculate an original value. You must supply a setup ID for the function to summarize the information correctly.

What does the word *Global* mean?

On an EIS Dashboard the **Global** command recalculates the fields on the current EIS Dashboard only. The **Global Dashboard Update** function recalculates all the fields in the system.

What is the difference between the Recalc and Global commands?

Use the **Recalc** command to recalculate the value only in the highlighted field. Use the **Global** command to recalculate all the values on the EIS Dashboard.

How do I select two noncontiguous accounts from a file?

Enter two ranges in the setup ID: one for only the first account and another for only the second account.

How often is the Field History file updated?

History data is stored when you run the **Global Dashboard Update** function with the Save History flag set to **YES**.

How can I rename an EIS Dashboard?

You can load the EIS Dashboard in the **Dashboard Editor** function and save it as a different screen ID. If you do not want the screen to be labeled under the original screen ID, use the **Delete Screen** command in the EIS Dashboard Editor function to remove it.

How can I find out the last time a field was recalculated?

Move the cursor to the field on the EIS Dashboard and use the **View** command. The date and time the field was last calculated is displayed on the View screen. The terminal ID of the workstation where it was recalculated is also displayed.

How can I change the default screen that appears when I select the EIS Dashboard?

Use the **Workstation Defaults** function in Resource Manager to enter the screen ID in the Dashboard field. That ID becomes the default screen.

How can I keep other users from seeing particular fields here and there?

Use the **Access Codes** function on the **File Maintenance** menu to assign access to users for each field defined in the **Field Definitions** function. A string of **X**s appears if a user does not enter the right code. (Before you can use the **Access Codes** function, you must set up access codes using the **Access Codes** function on the **Company Setup** menu. See page 3-19 for information.)

Laser Alignment Notes D

Printing Forms

Ordering

Forms are loaded into printers face up or face down. When you order prenumbered forms for a printer that loads face down, the order must be reverse collated. Request this when ordering.

Laser Printer Alignment Tips for Forms

To make sure lines and characters are aligned properly when printing any form to a laser printer, you must set the default lines per page to 60. This will ensure the lines will not creep up the form. Follow these steps:

1. Select the printing menu from your printer control panel.

2. Press the item button until the FORM=## LINES choice is displayed. The ## must be 60.

There are many discrepancies in the way different laser printers print. Some print higher or lower than others as well as left to right. Open Systems has two HP4si LaserJets, and we have found discrepancies in the way they print. This difference left and right is usually slightly less than one character, and can only be resolved by programming code to shift one full character at a time. Similarly, the difference up and down is usually slightly less than one line, and can only be resolved by programming code to shift one full line at a time. However, you may be able to send printer commands through the **config.bbx** file to properly align characters and lines.

Always print one form at a time until you get the alignment you like.

Note

Making these changes will affect all OSAS forms to that particular alias. Make a copy of the **config.bbx** file (in progRM) before making any changes.

Left to Right Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer's **Left Margin** field on the alias line to shift print to the left or right. For example, your Left Margin setting is .260. To move to the right, increase the number (.285). To move to the left, decrease the number (.235). A 1/4 character shift would be approximately .025 added to or subtracted from .260.

Direct Printing in OSAS for Windows, Linux or UNIX:

Moving text to the left:

You cannot move text to the left.

Moving text to the right:

If your forms are aligned too far to the left, you must add the following configuration values in the **config.bbx** file for the printer alias you are using. These values let you shift to the right in 1/720 inch increments. Follow these steps:

1. Select **Devices** from the Resource Manager **Workstation Configuration** menu.

2. Edit the appropriate alias line and add **1B266C323255** at the end of the **Standard** or **Compressed Print** field.

The number “3232” is the hex code for 22, which moves everything to the right 22/720 of an inch. If you need to move to the right more, change the second and last numbers in 3232 because the three’s are always constant. For example, if you want to move text farther to the right, you could try 25. The hex code would change to 3**2**3**5**. In hex, each number is represented by 3 and then the number, so 2=32 and 5=35.

Up and Down Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer’s **Top Margin** field on the alias line to shift print. For example, your Top Margin setting is .5. To move down, increase the number (.54). To move up, decrease the number (.46). A 1/4 character shift would be approximately .04 added to or subtracted from .5.

Direct Printing in OSAS for Windows, Linux or UNIX:

Moving text up:

You cannot move text up.

Moving text down:

To move lines down, you must add the following configuration values in the config.bbx file for the printer alias you are using. These values let you move down in 1/720 inch fragments. Follow these steps below:

1. Select **Devices** from the Resource Manager **Workstation Configuration** menu.

2. Edit the appropriate alias line and add **1B266C343555** at the end of the **Standard** or **Compressed Print** field.

The number “3435” is the hex code for 45, which moves everything down 45/720 of an inch. If you need to move down more, change the second and last numbers in 3435 because the three’s are always constant. For example, if you want to move text farther down, you could try 56. The hex code would change to 3**5**3**6**. In hex, each number is represented by 3 and then the number, so 5=35 and 6=36.

Left to Right and Up and Down Issues

Direct Printing in OSAS for Windows, Linux or UNIX:

If you must add hex codes to modify print left to right and up and down, you must edit the **config.bbx** file with a text editor and add the codes to the end of the **SP=** section of the alias line for standard forms or **CP=** for compressed forms. You must enter the text editor because the command is too long to enter through Resource Manager’s **Devices** function.

Printing Laser Forms on Ink Jets, Bubble Jets, or Desk Jets

These printers cannot interpret laser definitions. There is no way to control how the forms print. Either they print correctly or they do not. Models labeled “for Windows” have better success, but there is no way to control how forms print. Test your situation before ordering laser forms.

Continuous Forms

When you print forms less than 11 inches in length (such as checks or invoices) through sysprint, we recommend you turn off alignment mark printing. Printing the alignment mark requires opening and closing the printer, which triggers a form feed through Windows, causing forms to misalign. To turn the alignment mark off, use Resource Manager’s **Form Codes** function.

Other Commands E

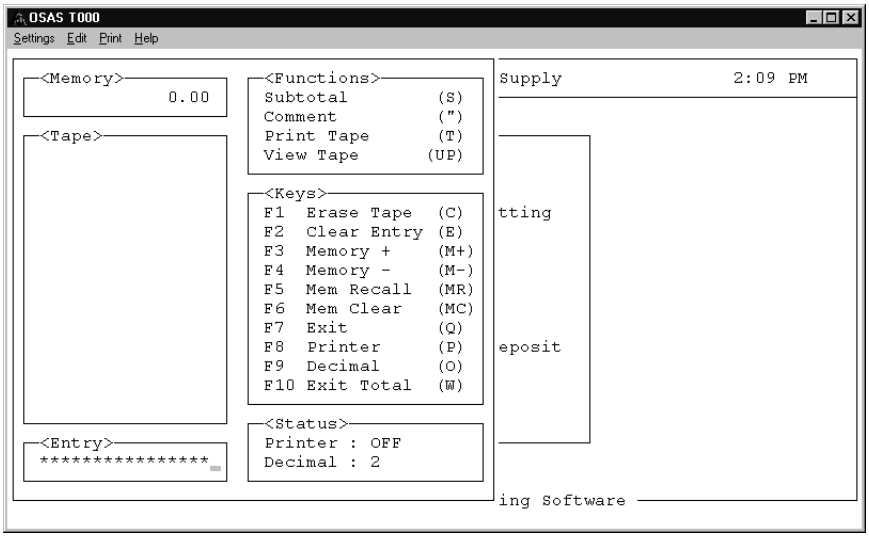
Calculator

Use the **Calculator** function to do basic math calculations. If you use the graphical version of OSAS, the Windows Calculator is used. If you use the text version of OSAS, follow the instructions below to use the OSAS calculator.

Text Version Calculator

You can store and retrieve totals and tapes, add comments to tapes, and print tapes. A common use is to calculate a total, exit from the Calculator, and enter the total into the field you started from.

Select **Calculator** from the **Other Commands** menu. The calcuator appears.



Field Definitions

Field	Description
Memory	The number or total stored in memory appears.
Tape	The printout tape of a real calculator is simulated in the **Tape** section. Numbers, operators, and a running total of the calculations are displayed. Each workstation has its own unique tape for the calculator. The last tape that was used is recalled when you start the calculator. The tape is stored as a file on the hard disk and reloaded each time you use the calculator. When you want to start a new tape, press **F1** to erase the current tape.
Entry	The number or comment you are entering or have just entered is displayed. To enter a number, type the number. To enter a comment, type a quotation mark (**"**) and then a comment. Comments can be 16 characters long. To make calculations with the Calculator, use postfix notation. First, type a number. Then press the key of the operator (**+**, **-**, **x**, or **/**) you want to use. Type a second number, and press the key of another operator or press **Enter** to total the calculation.
Functions	The Calculator functions appear in the **Functions** section. Press **S** to see the subtotal, the quotation mark key (**"**) to start a comment, and **T** to print the tape. In the **View Tape** function you can use three keys: the up-arrow key to move up the tape, the down-arrow key to move down the tape, and the **Esc** key to jump to the bottom of the tape and exit from View mode.

Field	Description
Keys	Use the following function keys or the alphanumeric equivalents to work with figures in the **Memory**, **Tape**, **Entry** and **Status** fields.
F1 or C (Erase Tape)	Clear the tape. Once you clear the tape, it cannot be recalled.
F2 or E (Clear Entry)	Clear the **Entry** field to enter a different number.
F3 or M+ (Memory +)	Copy the total at the bottom of the tape to the **Memory** field if the figure in memory is .00. Add the total at the bottom of the tape to the figure in the **Memory** field.
F4 or M- (Memory -)	Subtract the total at the bottom of the **Tape** field from the number in the **Memory** field.
F5 or MR (Memory Recall)	Copy the number in the **Memory** field to the **Entry** field.
F6 or MC (Memory Clear)	Erase the number in the **Memory** field.
F7 or Q (Exit)	Exit from the Calculator without saving the total.
F8 or P (Printer)	Switch the printer on and off. If you turn the printer on, your subsequent entries will be printed until you turn the printer off or exit from the calculator.
F9 or O (Decimal)	Change the number of default decimal places displayed by the Calculator. The default number of decimal places is read from the current OSAS program. Valid values are **0**, **1**, **2**, **3**, **4**, **5**, **FLOAT** (Floating Point), and **AUTO** (Automatic). Numbers are saved and calculated with 1 to 14 decimal places, but only the default number of places is shown.

Field	Description
	When you select **FLOAT**, the decimal floats from 0 to 5 places to correctly display a number (unless 5 places are not available after you enter the whole number). When you select **AUTO**, a decimal is placed before the last two numbers of each entry unless you include a decimal as part of the entry.
F10 or W (Exit Total)	Exit from the Calculator and copy the total into the field the cursor is in on the screen where you accessed the calculator.
Status	The status of the printer (on/off) and of the automatic placement of the decimal point (0–5 or FL for floating) is displayed.

Making a Calculation

Follow the same procedure for each of the Calculator's four math functions (**+**, **-**, **x**, and ***/***). For example, to add 32 and 99, follow these steps:

1. Enter the first number (in this case, **32**) to load the new subtotal into the Calculator. The number appears in the Entry field as you type and is transferred to the tape when you press **Enter**.

2. Press one of these keys to enter the operator:

   + add
   - subtract
   ***** multiply
   / divide

   For example, if you press **+**, the number you entered (**32**) followed by the plus sign moves to the bottom of the **Tape** field. The Calculator inserts the decimal point (and the following zeros if you are working with round numbers).

The subtraction operator works the same as those on adding machines. Press **+**, a number, and **-**.

3. Enter the second number (**99** in our example). It appears in the **Entry** field as you type and moves to the bottom of the tape when you press **Enter**. The calculation is then made and the total (**131.00**) followed by two asterisks (******) is shown at the bottom of the tape.

4. If you want to start a new tape, press **F1** or **C** to clear the tape before you start another calculation.

Making a String of Calculations

You can make consecutive calculations, using the running total from each previous operation.

1. Enter the first number of the calculation to reset the current total. The new total appears on the tape.

2. Type the operator you want to use (do not press **Enter**). The number you typed in step 1 and the operator appear in the **Tape** field.

3. Enter the second number. The calculation is made and the total is displayed at the bottom of the tape. This total is used to start the next calculation.

4. Type the second operator (do not press **Enter**). The last total is recalled from memory. The operator then appears in the **Tape** field behind the last total.

5. Enter the next number. The calculation is made and the new total appears at the bottom of the tape.

Repeat steps 2–5 until the calculation is complete.

As new calculations are displayed at the bottom of the **Tape** field, the previous numbers and operators scroll up the display area to make room. When the **Tape** field is full, the numbers scroll off the top of the display area.

To repeat the last calculation, using the same operator and number, press the same operator key again. You can repeat this operation indefinitely.

Execute an Operating System Command

You can execute an operating system command from any field in OPEN SYSTEMS Accounting Software.

Follow these steps to execute an operating system command:

1. Select **Execute an Operating System Command** from the **Other Commands** menu.

2. Enter the command you want to execute.

3. Use the **Proceed (OK)** command to execute the operating system command. If the operating system command works properly, the message **Press F7 to exit** appears.

   If the system issues a return value (error message), see the operating system manual for information. If an error message appears, you may have to exit from OSAS before you can execute any more operating system commands.

4. Use the **Exit (F7)** command to return to the field from which you activated the Other Commands menu.

CALL a BBx Program

From any field, you can call any BB^{X} program that does not require variables to be passed to it.

Follow these steps to call a BBx program:

1. Select **Call a BBx Program** from the **Other Commands** menu.

2. Enter the program you want to call.

3. Enter the parameter (if any) for the program.

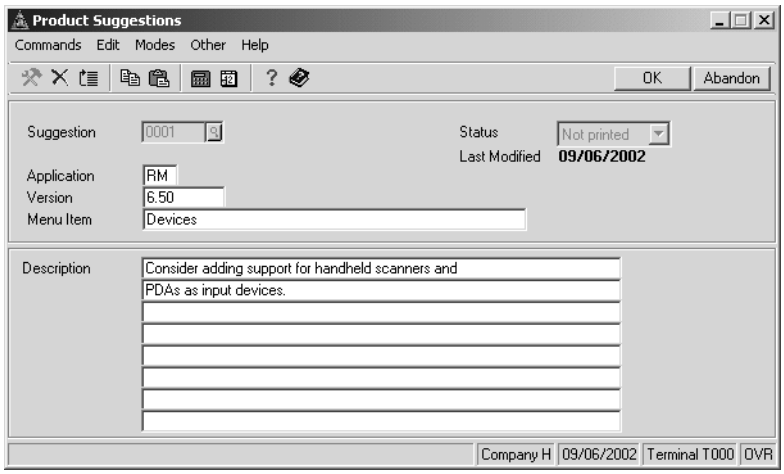
4. Use the **Proceed (OK)** command to start the program.

5. Press **Enter** to return to the field from which you accessed the **Other Commands** menu.

Product Suggestions

From any field, you can make, edit and save suggestions for improving the product. If you have a suggestion, fax or mail it to Open Systems.

Select **Product Suggestions** from the **Other Commands** menu. This screen appears.



Field Definitions

	Field	Description
Inquiry	**Suggestion**	This number identifies the suggestion. Identification numbers start at 0001. If you want to create a new suggestion, press **Enter**; the editor creates a new suggestion number one unit higher than your last number (if any). If you want to recall a suggestion for editing, enter the number of the suggestion.
	Application	Enter the application for which you want to make a suggestion.

Field	Description
Version	Enter the version number of the application (6.05, 6.1, etc.).
Menu Item	Enter the name of the menu item for which you want to make a suggestion.
Status	The cursor moves to this field when you enter the number of a suggestion you want to recall. If the suggestion has not been printed, **N** appears. If the suggestion has been printed, **Y** appears. You can change the print status of the current suggestion.
Last Modified	The last creation and/or last edit date of the current suggestion is displayed.
Description	Enter the description of the suggestion.

When you have finished creating or editing a suggestion, use the **Proceed** (**OK**) command to save your entries and exit to the Main menu.

Applications Options Inquiry

Use the **Applications Options Inquiry** utility to view the options for any application.

Select **Applications Options Inquiry** from the **Other Commands** menu.

After you enter the application ID, the options and interfaces selected for the application appear. When you are finished viewing the information, press any key to continue.

Global Inquiry

Use the **Global Inquiry** command from the **Other Commands** menu to gather information from all the OSAS files (and applications) with a common field.

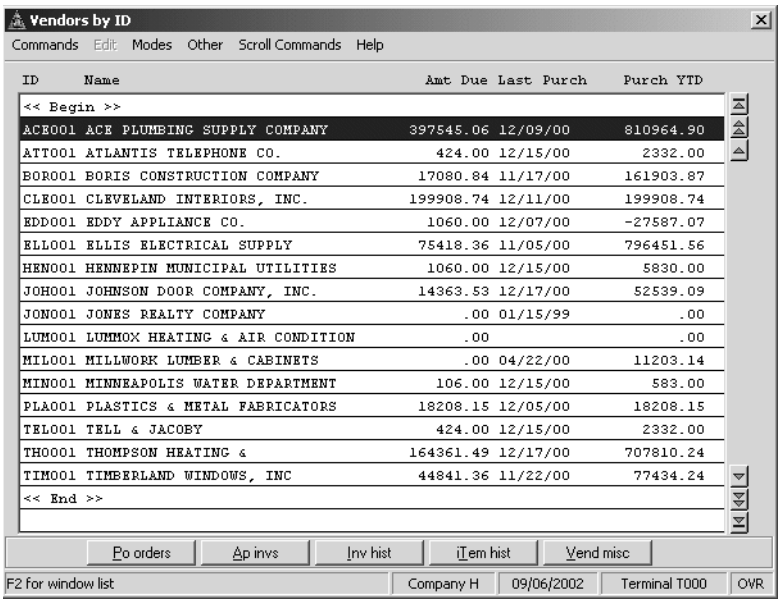
To produce a list of the windows, use the **Global Inquiry Window List** function. To produce a report of occurrences where links between windows are not continuous, use the **Global Inquiry Window Audit Report** function.

The applications on the **Global Inquiry** menu are set up in the PARAM table in the **Application Tables** function. Each application is assigned a window ID, whose characteristics were either installed with Resource Manager or set up in the **Global Inquiry Definitions** function.

Setting up a Global Inquiry window definition requires knowledge of the file structures in OSAS. If you are not familiar with OSAS file structures and you do not have a *File Descriptions Manual*, consult your value added reseller before you add or change a Global Inquiry window definition.

You can use the **Global Inquiry Definitions** and **Application Tables** functions to establish and update information about Global Inquiry window IDs. A simple installation accomplishes the same tasks. As a result, when you use the **Global Inquiry** command, the windows should be set up and logically connected to each other, with convenient categories (usually named after applications) as options. At that point you are ready to choose an option.

Select **Global Inquiry** from the **Other Commands** menu. Then select an application. A window appears.


Vendors by ID
Commands Edit Modes Other Scroll Commands Help
ID Name Amt Due Last Purch Purch YTD
<< Begin >>
ACE001 ACE PLUMBING SUPPLY COMPANY 397545.06 12/09/00 810964.90
ATT001 ATLANTIS TELEPHONE CO. 424.00 12/15/00 2332.00
BOR001 BORIS CONSTRUCTION COMPANY 17080.84 11/17/00 161903.87
CLE001 CLEVELAND INTERIORS, INC. 199908.74 12/11/00 199908.74
EDD001 EDDY APPLIANCE CO. 1060.00 12/07/00 -27587.07
ELL001 ELLIS ELECTRICAL SUPPLY 75418.36 11/05/00 796451.56
HEN001 HENNEPIN MUNICIPAL UTILITIES 1060.00 12/15/00 5830.00
JOH001 JOHNSON DOOR COMPANY, INC. 14363.53 12/17/00 52539.09
JON001 JONES REALTY COMPANY .00 01/15/99 .00
LUM001 LUMMOX HEATING & AIR CONDITION .00 .00
MIL001 MILLWORK LUMBER & CABINETS .00 04/22/00 11203.14
MIN001 MINNEAPOLIS WATER DEPARTMENT 106.00 12/15/00 583.00
PLA001 PLASTICS & METAL FABRICATORS 18208.15 12/05/00 18208.15
TEL001 TELL & JACOBY 424.00 12/15/00 2332.00
THO001 THOMPSON HEATING & 164361.49 12/17/00 707810.24
TIM001 TIMBERLAND WINDOWS, INC 44841.36 11/22/00 77434.24
<< End >>
Po orders
Ap invs
Inv hist
iTem hist
Vend misc
F2 for window list
Company H
09/06/2002
Terminal T000
OVR

On the example screen, the user selected **Accounts Payable** from the **Global Inquiry** menu. The window that appears lists the vendors, by vendor ID, and the total amount due. Because of the way the window is set up, the user can access five other windows: one that displays accounts payable invoices, one that displays invoice history, one that displays paid invoices, one that displays accounts payable transactions, and one that displays miscellaneous vendor information.

From within Global Inquiry, you can use the **Other Commands** menu to access the Global Inquiry menu again, or, to look up and select a previously accessed window, you can use the **Inquiry** (**F2**) command. The sequence number and description represent the windows that you have accessed with the **Global Inquiry** command.

For example, when you select **Global Inquiry** from the **Other Commands** menu, and then select **Inventory**, window A appears. When you use a command at the bottom of window A, window B appears. When you use a command at the bottom of window B, window C appears. In this example, you continue to use window commands until you reach window G (windows are not really lettered like this; they are lettered in the example to simplify the model.)

If you then want to return to one of the previous six windows that were displayed, you could select **Global Inquiry** again, but a simpler route would be to use the **Inquiry** (**F2**) command, where you would find six sequence numbers: 001001, 001002, 001003, 001004, 001005, 001006. Each number would appear with a description of a window: 001001 would be paired with the description of window A; 001002 would be paired with the description of window B, and so on. In the inquiry window you could move to the number that corresponds to the description of the window you want. Then press **Enter** to move to that window.

The sequence number's notation carries two pieces of information: the number of times you selected Global Inquiry and the number of windows you accessed.

As explained above, the number 001002 provides two details: you have run the **Global Inquiry** function only once (001), and this window was the second window you accessed since you selected Global Inquiry. Therefore, 001002 indicates the second window you accessed during your first usage of the **Global Inquiry** function.

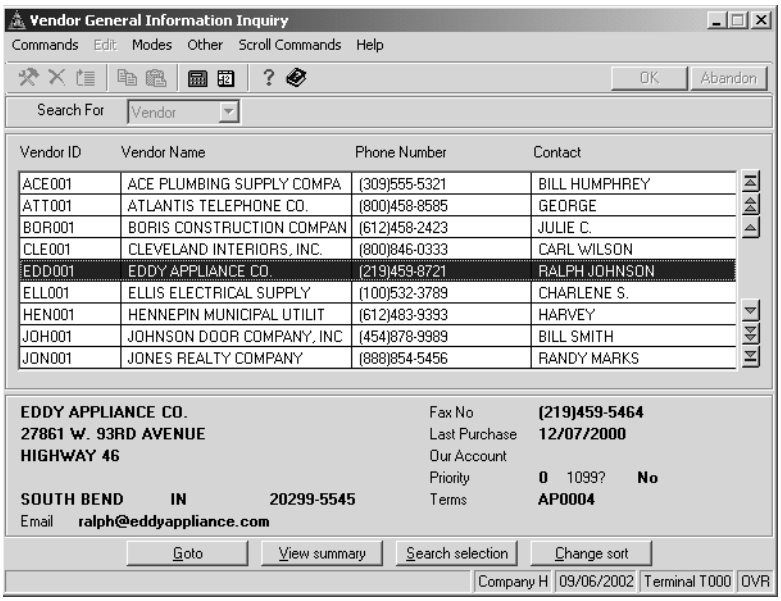
Had you selected Global Inquiry again to view the Payroll option in window 7, the sequence number of the window that appeared would be 002001. Every time you select Global Inquiry when no Global Inquiry windows are currently displayed, the numbering starts at 001001, regardless of the sequence numbers the window had the last time you used it.

To exit from Global Inquiry at any point, use the **Exit** (**F7**) command.

General Information Inquiry

Use the **General Information Inquiry** function to view information from the Accounts Receivable, Accounts Payable, Sales Order, Purchase Order, and Payroll applications. Depending on which applications are installed, you can view information about vendors, customers, and employees.

Select **General Information Inquiry** from the **Other Commands** menu. The function screen appears.


Vendor General Information Inquiry
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Search For Vendor
Vendor ID Vendor Name Phone Number Contact
ACE001 ACE PLUMBING SUPPLY COMPA (309)555-5321 BILL HUMPHREY
ATT001 ATLANTIS TELEPHONE CO. (800)458-8585 GEORGE
BOR001 BORIS CONSTRUCTION COMPAN (612)458-2423 JULIE C.
CLE001 CLEVELAND INTERIORS, INC. (800)846-0333 CARL WILSON
EDD001 EDDY APPLIANCE CO. (219)459-8721 RALPH JOHNSON
ELL001 ELLIS ELECTRICAL SUPPLY (100)532-3789 CHARLENE S.
HEN001 HENNEPIN MUNICIPAL UTILIT (612)483-9393 HARVEY
JOH001 JOHNSON DOOR COMPANY, INC (454)878-9989 BILL SMITH
JON001 JONES REALTY COMPANY (888)854-5456 RANDY MARKS
EDDY APPLIANCE CO.
27861 W. 93RD AVENUE
HIGHWAY 46
SOUTH BEND IN 20299-5545
Email ralph@eddyappliance.com
Fax No (219)459-5464
Last Purchase 12/07/2000
Our Account
Priority 0 1099? No
Terms AP0004
Goto View summary Search selection Change sort
Company H 09/06/2002 Terminal T000 OVR

Select the information to view in the **Search For** field. Press **V** to view vendor information, **C** to view customer information, or **E** to view employee information.

Use the commands to move around the screen:

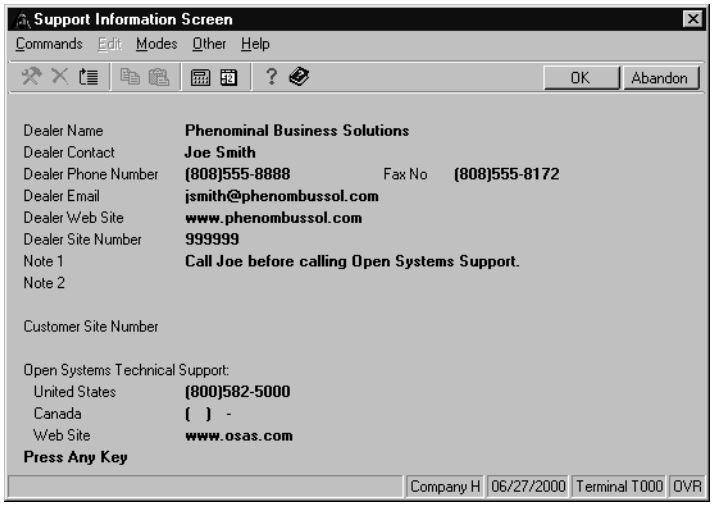
- Press **G** to go to a specific line.
- Press **V** to toggle the detail display on or off.
- Press **S** to change your search selection.
- Press **C** to sort the information in a different way.

When you are finished viewing the information, use the **Exit** (**F7**) command to exit to the screen or menu from which you accessed the **Other Commands** menu.

Support Information

Use the **Support Information** function to view information about whom to contact for technical support, or how to contact your dealer.

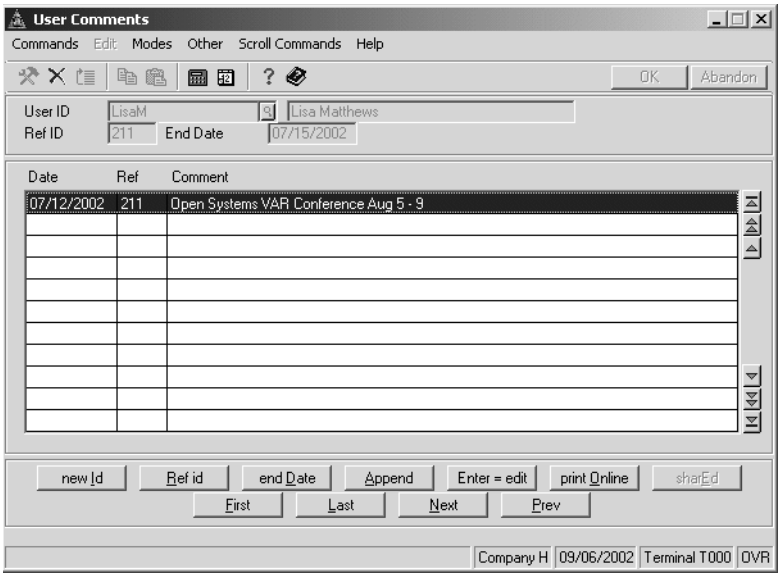
Select **Support Information** from the **Other Commands** menu. This screen appears.



When you are finished viewing the information, press any key to return to the screen or menu you from which accessed the **Other Commands** menu.

User Comments

Use the **User Comments** function to enter comments or notes for reference. Select **User Comments** from the **Other Commands** menu. This screen appears.


User Comments
Commands Edit Modes Other Scroll Commands Help
OK Abandon
User ID LisaM Lisa Matthews
Ref ID 211 End Date 07/15/2002
Date Ref Comment
07/12/2002 211 Open Systems VAR Conference Aug 5 - 9
new Id Ref id end Date Append Enter = edit print Online sharEd
First Last Next Prev
Company H 09/06/2002 Terminal T000 OVR

Field Definitions

	Field Name	Description
Inquiry	**User ID**	The user ID apppears from previous entries. You can enter any value for your user ID.
	Shared/Private	This field appears only if you have set up access codes for this function. If the comment is shared, **SHARED** appears. If the comment is private, **PRIVATE** appears along with the access name.
	Ref ID	Enter a reference ID for the comment. You can use reference IDs to group comments.

Field Name	Description
End Date	The workstation date appears.
Date	Accept the current date, or enter a different date.
Comment	Enter the comment.

Command Bar Definitions

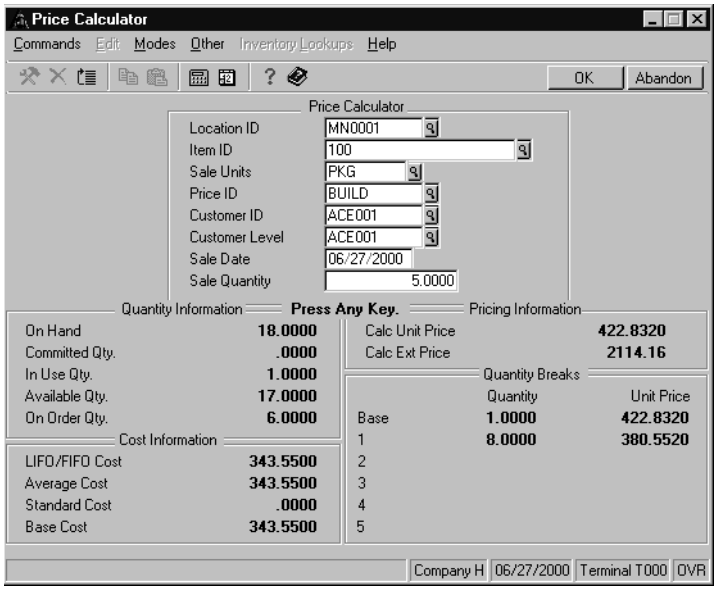
Command	Definition
New ID	Press **I** to enter a different user ID.
Ref ID	Press **R** to enter a different reference ID.
End Date	Press **D** to change the end date.
Append	Press **A** to add a comment.
Enter = edit	Move to the line you want to edit and press **Enter** to edit it.
Print Online	Press **O** to print the comment.
Shared/Private	This command appears only if you have set up access codes for this function. Press **E** to toggle between shared and private comments. Shared comments can be viewed by everyone; private comments can be viewed only by the person who enters the correct access code.
First	Press **F** to go to the first comment.
Last	Press **L** to go to the last comment.
Next	Press **N** to go to the next comment.
Prev	Press **P** to go to the previous comment.

When you are finished entering comments, use the **Exit** (**F7**) command to return to the screen or menu you accessed the Other Commands menu from.

Inventory Price Calculator

Use the Inventory Price Calculator to generate prices for items for specific customers without entering an order or invoice.

Select **Inventory Price Calculator** from the **Other Command** menu. This screen appears:.



Field Definitions

	Field Name	Description
Inquiry	**Location ID**	Enter a location ID.
Inquiry	**Item ID**	Enter an item ID.
Inquiry	**Sale Units**	Accept the current unit of measure, or enter a different unit of measure.
Inquiry	**Price ID**	Enter a price ID (optional).
Inquiry	**Customer ID**	Enter a customer ID (optional).
Inquiry	**Cust Level**	Enter a customer level (optional).

Field Name	Description
Sale Date	Accept the current sale date, or enter a different date.
Sale Quantity	Accept the current sale quantity, or enter a different quantity.
On Hand Qty	The quantity on hand appears.
Committed Qty	The committed quantity appears.
In Use Qty	The in-use quantity appears.
Available Qty	The available quantity appears.
On Order Qty	The on-order quantity appears.
LIFO/FIFO Cost	This field appears if you elected to show costs in the price and availability lookup in the Resource Manager **Options and Interfaces** function. The LIFO/FIFO unit cost appears.
Average Cost	This field appears if you elected to show costs in the price and availability lookup in the Resource Manager **Options and Interfaces** function. The average unit cost appears.
Standard Cost	This field appears if you elected to show costs in the price and availability lookup in the Resource Manager **Options and Interfaces** function. The standard unit cost appears.
Base Cost	This field appears if you elected to show costs in the price and availability lookup in the Resource Manager **Options and Interfaces** function. The base unit cost appears.
Calc Unit Price	The calculated unit price appears.

Field Name	Description
Calc Ext Price	The calculated extended unit price appears.
Base	The base level appears.
Quantity	The sale quantity levels appear.
Unit Price	The calculated unit price for each quantity break appears.

Saving and Exiting

To return to the Price and Availability screen, use the **Exit** (**F7**) command.

Common Ratios F

EIS can consolidate and display data directly from applications. You can also use EIS to build ratios, or relationships, between individual figures or sets of figures.

Financial ratios are indications of the business's performance. They demonstrate liquidity, solvency, and profitability.

Liquidity indicates the ability to pay bills as they fall due.

Solvency indicates the ability to pay off all obligations if you would sell out.

Profitability is a simple term, but it can be misleading. You can make a profit from earnings generated in your normal course of business or from actions that you cannot expect to repeat (such as the sale of irreplaceable assets).

The goal is to establish ratios that show whether the profits you receive are being maximized or whether other investments could yield a better return with less risk. With good ratios, you can identify adjustments that you need to make to survive financially in difficult times and to succeed when your business is in good economic times.

You can produce the following ratios in EIS:

Working capital is a measure of the liquid assets you have at your disposal. It is expressed as the difference between your current assets and current liabilities. For example, a working capital of $50,000 is negligible if your current asset base is $10,000,000. A 0.5 percent drop in your current assets wipes out your working capital. If your current asset base is only $100,000 and your working assets $50,000, your working capital is high.

Current ratio is a measure of your ability to meet current liabilities as they fall due. It is expressed as the amount of working capital divided by the amount of liability. If your ratio is too low, you lack liquidity. If it is too high, you are probably not getting the best return available.

Quick ratio is a measure of your ability to pay bills without relying on reducing inventories through sales. It is expressed as financial assets that can be readily turned to cash divided by current liabilities.

Days' receivables is the average number of days it takes you to collect your receipts once you have issued the bill.

Number of inventory turns is the number of times in a year your inventory turns over. For example, if you have $100,000 of product in inventory, the number *6* means that you sold $600,000 of product during the year.

Debt to equity ratio is a measure of your business's basic financial strength. It is expressed as the amount of liabilities divided by the amount of equity.

Debt to asset ratio is expressed as the amount you owe divided by the amount of assets your business employs.

Return on equity is expressed as net income divided by net worth.

Return on assets (ROA) is the return on assets employed. It is expressed as the profit minus the amount invested in assets.

Return on investment (ROI) is the return on the investment you have in your company. It is expressed as the profit minus the amount invested in assets and equity.

Predefined Functions G

Executive Information Summary has many functions built into the system for your use. This appendix documents the predefined functions. To generate your own function list, use the Functions List function on the Master File Lists menu.

Conventions

The following convention is used to list a function:

FUNCNAME: Function Name

The FUNCNAME function returns particular values

Setup types: Description A (length *n*, type *m*), Description B (length *n*, type *m*)

Sub	Type	Description
1	Numeric	Description of the returned value
2	Alphanumeric	Description of the returned value

A *Sub* numbers an item that a function returns; some functions return 20 items of information. The sub number is useful when you use the **Math formula** command; you can manipulate individual data items.

A *Type* is the sort of information that is returned. A function returns one of two types: numeric or alphanumeric.

A *Description* describes a data item that the function returns. Most are self-explanatory; use the information as a guide for what the item returns and what the entire function returns.

Functions

APCHECK: Accounts Payable Checks File Totals

The APCHECK function returns the total amount of money paid through checks, the money saved through discounts, the money lost by not taking advantage of discounts, and the amount paid in advance by checks.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total
2	Numeric	Discounts Taken Total
3	Numeric	Discounts Lost Total
4	Numeric	Prepaid Checks Total

APHCDAY: AP Checks History File Daily Totals

The APHCDAY function returns the total amount paid with checks for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHCPTD: AP Checks History File PTD Totals

The APHCPTD function returns the total amount paid with checks in the period, the amount saved through discounts by paying on time in the period, the amount paid with checks in advance in the period, and the amount saved through discounts by paying in advance in the period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Regular Checks Gross Due
2	Numeric	Regular Checks Discounts
3	Numeric	Prepaid Checks Gross Due
4	Numeric	Prepaid Checks Discounts

APHCYTD: AP Checks History File YTD Totals

The APHCYTD function returns the total amount paid with checks for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHIDAY: AP Detail History File Daily Totals

The APHIDAY function returns the transaction totals for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoice Totals
10	Numeric	Debit Memos Totals

APHIPTD: AP Detail History File PTD Totals

The APHIPTD function returns the transaction totals for the period to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight

Sub	Type	Description
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals
10	Numeric	Debit Memos Totals

APHIYTD: AP Detail History File YTD Totals

The APHIYTD function returns the transaction totals for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals

Sub	Type	Description
10	Numeric	Debit Memos Totals

APMREQ: AP Material Requisitions File Totals

The APMREQ function returns the current, unposted material requisition transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Material Requisitions Total
2	Numeric	Returned Material Requisitions Total

APOPEN: AP Open Invoice File Totals

The APOPEN function returns the invoice totals from the Open Invoice file and separates them by status.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Gross Due Total
2	Numeric	Discount Total
3	Numeric	Prepaid Gross Due Total
4	Numeric	Prepaid Discount Total
5	Numeric	Released Status Count
6	Numeric	Hold Status Count
7	Numeric	Prepaid Status Count

Sub	Type	Description
8	Numeric	Temporary Hold Count
9	Numeric	1099 Gross Due Total
10	Numeric	1099 Discount Total
11	Numeric	Released Status Gross Due Total
12	Numeric	Released Status Discount Total
13	Numeric	Hold Status Gross Due Total
14	Numeric	Hold Status Discount Total
15	Numeric	Temporary Hold Gross Due Total
16	Numeric	Temporary Hold Discount Total
17	Numeric	Total Count

APTRAN: AP Transaction File Totals

The APTRAN function returns unposted current transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Debit Memos Total

APVTOPP: AP Top 10 Vendors PTD Purchases Totals

The APVTOPP function returns the names of the vendors, in descending order, you purchased the most product from during the period to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name

Sub	Type	Description
18	Numeric	#9 Vendor - Purchases
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

APVTOPY: AP Top 10 Vendors YTD Purchases Totals

The APVTOPY function returns the names of the vendors, in descending order, you purchased the most product from during the year to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases

Sub	Type	Description
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name
18	Numeric	#9 Vendor - Purchases
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

ARAGED: AR Open Invoice File Aged Totals

The ARAGED function returns current aging totals from the customer Open Invoice file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Unpaid Finance Charges
2	Numeric	Current Due
3	Numeric	Balance 31 - 60
4	Numeric	Balance 61 - 90
5	Numeric	Balance 91 - 120
6	Numeric	Balance Over 120
7	Numeric	Unapplied Credits Total

Sub	Type	Description
8	Numeric	Total Due
9	Numeric	Invoice Count
10	Numeric	Customer Count
11	Numeric	Active Customer Count
12	Numeric	Past Due Customer Count

ARCASH: AR Cash Receipts File Totals

The ARCASH function returns totals from the Cash Receipts file, broken down by payment type.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Receipts Total
2	Numeric	Discounts Total
3	Numeric	Payment Type 1 Total (Cash)
4	Numeric	Payment Type 1 Total (Cash)
5	Numeric	Payment Type 2 Total (Check)
6	Numeric	Payment Type 2 Total (Check)
7	Numeric	Payment Type 3 Total (Credit Card)
8	Numeric	Payment Type 3 Total (Credit Card)
9	Numeric	Payment Type 4 Total (Write-off)
10	Numeric	Payment Type 4 Total (Write-off)

Sub	Type	Description
11	Numeric	Payment Type 5 Total (Other)
12	Numeric	Payment Type 5 Total (Other)

ARCTOPPL: AR Top 10 Customers L/Y Profit Totals

The ARCTOPPL function returns the customers that provided the most profit last year, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name

Sub	Type	Description
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit

Sub	Type	Description
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPP: AR Top 10 Customers PTD Profit Totals

The ARCTOPPP function returns the customers that provided the most profit for the period to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name

Sub	Type	Description
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit

Sub	Type	Description
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPY: AR Top 10 Customers YTD Profit Totals

The ARCTOPPY function returns the customers that provided the most profit for the year to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name

Sub	Type	Description
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit

Sub	Type	Description
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSL: AR Top 10 Customers L/Y Sales Totals

The ARCTOPSL function returns the customers that provided the most sales last year, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name

Sub	Type	Description
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit

Sub	Type	Description
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSP: AR top 10 Customers PTD Sales Totals

The ARCTOPSP function returns the customers that provided the most sales for the period to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory

Sub	Type	Description
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSY: AR Top 10 Customers YTD Sales Totals

The ARCTOPSY function returns the customers that provided the most sales for the year to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name

Sub	Type	Description
18	Numeric	#5 Customer - Profit
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit

Sub	Type	Description
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCUTOT: AR Customer File Totals

The ARCUTOT function returns the number of customers you have on file and the number of customers on credit hold.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Customer Count
2	Numeric	Customers on Hold Count

ARHIDAY: AR Detail History File Daily Totals

The ARHIDAY function returns the amount you received for a particular day from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total

Sub	Type	Description
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIPTD: AR Detail History File PTD Totals

The ARHIPTD function returns the amount you received for the period to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIYTD: AR Detail History File YTD Totals

The ARHIYTD function returns the amount you received for the year to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

AROPEN: AR Open Invoice File Totals

The AROPEN function returns totals from the Open Invoice file, including the total from invoices and finance charges and the net due total.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Open Invoice Grand Total
6	Numeric	Discounts Total

ARRTOPSP: AR Top 10 Sales Reps PTD Sales Totals

The ARRTOPSP function returns the names of the sales representatives with the most sales, in descending order, for the period to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name

Sub	Type	Description
18	Numeric	#9 Sales Rep - Sales
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARRTOPSY: AR Top 10 Sales Reps YTD Sales Totals

The ARRTOPSY function returns the names of the sales representatives with the most sales, in descending order, for the year to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales

Sub	Type	Description
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name
18	Numeric	#9 Sales Rep - Sales
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARSALE: Accounts Receivable Transaction File Sales Totals

The ARSALE function returns the amount from sales transactions and the costs of the transactions.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

ARTRAN: AR Transaction File Invoice Totals

The ARTRAN function returns the totals from unposted invoices and miscellaneous credits in the Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

BRBANK: BR Bank Accounts File Totals

The BRBANK function returns the bank balance.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Bank Balance

BRJDAY: BR Journal File Daily Totals

The BRJDAY function returns for a particular day the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

BRJMTD: BR Journal File MTD Totals

The BRJMTD function returns for the month to date the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

GLJDAY: GL Journal File Daily Totals

The GLJDAY function returns the amount of money from unposted journal entries for today.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJPTD: GL Journal File PTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the period to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJYTD: GL Journal File YTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the year to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLMPTD: GL Master File PTD Totals

The GLMPTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

GLMYTD: GL Master File YTD Totals

The GLMYTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Accounts

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

INVALUE: Inventory Valuation Totals

The INVALUE function returns the amount of product you have in inventory, the total cost, the amount of product you have on order, the amount you have committed, and the amount in use.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Numeric	Total Cost
2	Numeric	Total Quantity
3	Numeric	On-Order Quantity
4	Numeric	Committed Quantity
5	Numeric	In-Use Quantity

INVTOPPP: Inventory Top 10 Items - PTD Profit Totals

The INVTOPPP function returns the 10 most profitable items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID

Sub	Type	Description
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description

Sub	Type	Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPPY: Inventory Top 10 Items - YTD Profit Totals

The INVTOPPY function returns the 10 most profitable items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID

Sub	Type	Description
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description

Sub	Type	Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSP: Inventory Top 10 Items - PTD Sales Totals

The INVTOPSP function returns the 10 highest selling items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID

Sub	Type	Description
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description

Sub	Type	Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSY: Inventory Top 10 Items - YTD Sales Totals

The INVTOPSY function returns the 10 highest selling items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID

Sub	Type	Description
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description

Sub	Type	Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

JOBSACT: JO Jobs/Phases Actual Totals

The JOBSACT function returns the actual amount you billed the customer, the pieces that have been completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5

Sub	Type	Description
9	Numeric	Total Cost

JOBSEST: JO Jobs/Phases Estimated Totals

The JOBSEST function returns the estimated amount to bill the customer, the pieces to be completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5
9	Numeric	Total Cost

PACHECK: PA Checks File Totals

The PACHECK function returns the total from the Checks file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

PATIMETK: PA Time Tickets File Total

The PATIMETK function returns the total amount in the time tickets entered in Payroll.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Total Time Tickets

POORDERS: PO Orders File Totals

The POORDERS function returns the transaction counts and totals, by order status, from the Purchase Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Count
2	Numeric	New Orders Total
3	Numeric	Printed Orders Count
4	Numeric	Printed Orders Total

Sub	Type	Description
5	Numeric	Goods Received Orders Count
6	Numeric	Goods Received Orders Total
7	Numeric	Invoiced Orders Count
8	Numeric	Invoiced Orders Total
9	Numeric	Returned Orders Count
10	Numeric	Returned Orders Total
11	Numeric	Returned w/Debit Memo Orders Count
12	Numeric	Returned w/Debit Memo Orders Total
13	Numeric	Cancelled Orders Count
14	Numeric	Cancelled Orders Total
15	Numeric	All Orders Count
16	Numeric	All Orders Total

PORECINV: PO Receipts and Invoices File Totals

The PORECINV function returns the posted and unposted total from receipts and invoices.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Current Subtotal
2	Numeric	Current Sales Tax
3	Numeric	Current Freight

Sub	Type	Description
4	Numeric	Current Miscellaneous
5	Numeric	Current Discount
6	Numeric	Current Prepaid
7	Numeric	Current Total
8	Numeric	Posted Subtotal
9	Numeric	Posted Sales Tax
10	Numeric	Posted Freight
11	Numeric	Posted Miscellaneous
12	Numeric	Posted Discount
13	Numeric	Posted Prepaid
14	Numeric	Posted Total

SOORDERS: SO Orders File Totals

The SOORDERS function returns counts and total by order status from the Sales Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Total
2	Numeric	New Orders Count
3	Numeric	Picked Orders Total
4	Numeric	Picked Orders Count

Sub	Type	Description
5	Numeric	Verified Orders Total
6	Numeric	Verified Orders Count
7	Numeric	Invoiced Orders Total
8	Numeric	Invoiced Orders Count
9	Numeric	Backordered Orders Total
10	Numeric	Backordered Orders Count
11	Numeric	Quoted Orders Total
12	Numeric	Quoted Orders Count
13	Numeric	Returned Orders Total
14	Numeric	Returned Orders Count
15	Numeric	All Orders Total
16	Numeric	All Orders Count
17	Numeric	Unshipped (New and Picked) Cost Total
18	Numeric	Shipped (Verified and Invoiced) Cost Total
19	Numeric	Backordered Cost Total
20	Numeric	Quoted Cost Total
21	Numeric	Returned Cost Total
22	Numeric	Total Cost

TDAYS-PD: Total Days in Current Period

The TDAYS-PD function returns the number of calendar days and working days in the current period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Total Days in Current Period
2	Numeric	Working Days in Current Period

Building Functions H

When you define a field in EIS, you must use functions that have already been built or coded. Although the list of functions that EIS provides is extensive, you might want to build your own functions. For example, you might want a field that returns the number of employees from the Payroll application.

To build a function, you must program it in Business BASIC code. You should know how to read code, use Business BASIC verbs, and make Business BASIC manipulate data and handle files. (If you do not know how to program in Business BASIC but want to create a function, contact your OPEN SYSTEMS Accounting Software reseller.) You also need a copy of the OPEN SYSTEMS Developer Kit for file descriptions and dimension lengths for arrays.

A sample function, GENERIC.FNC, is included with the software. The functions that EIS provides follow the format of GENERIC.FNC; use it as a base for creating new functions. If you are familiar with word processors or spreadsheets, this function is like a template: the format is set, but you must fill in the blanks.

By looking at other functions already coded for specific tasks (for example, ARTRAN.FNC and GLJYTD.FNC), you should be able to create your own functions. You might notice that the line numbers are not necessarily continuous. For example, line 899 is listed after line 699. Do not change line numbers that are not listed; they either are not used or should not need to be modified when you build a function.

Planning the function

Before you use the GENERIC.FNC function to customize a function, plan the attributes that you want the function to have:

- What do you want the function to do?
- Which values (and how many) do you want the function to return?
- Which files (and applications) does the function need to access?

Consult the file descriptions of the applications involved to answer these questions.

Make a backup copy of GENERIC.FNC–or any function–before you modify it.

Modifying GENERIC.FNC

Precoded EIS functions use the following standard:

Lines 200–299

Set the following variables:

VALUES = The total number of values returned by the function. A value is anything that the function returns: number, date, code, literal value.

RTN$ = The ID of the function. It must be 8 characters long. (If it has fewer than 8 characters, pad with spaces.)

Lines 300–399

This area is used to dimension application-specific variables used in the function (with the DIM verb). Check the IOLists used in the function (in lines 899–989) for arrays.

Lines 400–499

Set the following variables:

FILES = The total number of application files opened for each company.

FILENAME$[1 - FILES] = Each file name excluding the company ID.

Lines 600–699

This area is used to check that each application you need for the function is installed. Otherwise, the function returns an error in the EIVAL file.

Lines 899–989

This area holds the EIS IOLists. Do not change the code unless you really want to modify how EIS works.

Lines 990–999

This area is used to place the IOLists the function needs from applications other than EIS.

Lines 1000–1399

This area is used to read through the company ranges in the setup record and place a list of valid companies in the variable CO$. This variable calls lines 5000–5199 to cycle through each company, open its files, and run a particular routine. When the routine is done, the company IDs are cycled through until all the company IDs have been used. The function (lines 4000–4199) then writes its results to the EIVAL file and exits. Do not modify this area.

Lines 2000–3999

This area holds the code that uses a From/Thru range from the setup file and calculates data from records in that range. For example, if the function is designed to total a range of GL accounts, this section of code would read the GLMAxxx or GLJRxxx file for each From/Thru range given. It would then keep a running total in the array TOT$[VALUES].

Each element in the array can contain different types of totals, BUDGETED, ACTUAL, and so forth. When the From/Thru range has been completed, this section ends and returns to the area of code that gets another From/Thru range.

Lines 4000–4199

This area is used to write each calculated value received from lines 2000–3999 to the EIVAL file. Each value is placed in the array TOT$[VALUES] during calculation. Do not modify this area.

Lines 4200–4599

This area is used to return error codes to the EIVAL file when a problem occurs in the function. Do not modify this area.

Line 5000–5199

This area is called by lines 1000–1399 to read a setup record of type 1 (company IDs) and add the ID to the variable CO$. It continues adding IDs to CO$ as long as it finds a valid type 1 setup record. Do not modify this area.

Line 5200–5399

This area reads a setup record for a particular type. The type is specified by the variable TYPE. The last valid record found for this type is stored in the variable SEQ$[TYPE]. This variable is needed to allow the next setup record read to point to the correct starting location for this type. After a setup record is read, the From and Thru values are placed in the variables FR$[TYPE] and TH$[TYPE], respectively. If no more setup records for this type are found, the Boolean variable DONE is set to 1. Do not modify this area.

Line 9300–9399

GENLOCK (General Record Lock Routine). See the *Development Standards* manual for an explanation of this routine.

Compatibility Matrix

I

Compatibility helps keep OPEN SYSTEMS Accounting Software files fully compatible across platforms and cooperative on a network.

On the following page is a compatibility matrix of OSAS 6.5 applications. Use the matrix to set up your system with the right version of each application

	RM	AP	AR	BK	BR	DD	FA	GL	GN	IN	JO	OD	OW	PA	PO	SO	
RM 6.5	X	R	R	S	R	R	R	R	S	R	R	S	S	R	R	R	RM 6.5
AP 6.5		X			O										R		AP 6.5
AR 6.5			X	1									R			R	AR 6.5
BK 6.5			1	X												O	BK 6.5
BR 6.5		O	O		X									O	O	O	BR 6.5
DD 6.5						X								O			DD 6.5
FA 6.5							X										FA 6.5
GL 6.5		O	O	O	O	O	O	X		O	O			O	O	O	GL 6.5
GN 6.5									X								GN 6.5
IN 6.5		O	O	R						X					O	O	IN 6.5
JO 6.5		O	O								X			O	O	O	JO 6.5
OD 6.5												X					OD 6.5
OW 6.5													X				OW 6.5
PA 6.5					O	R								X			PA 6.5
PO 6.5										O					X	O	PO 6.5
SO 6.5				1									O			X	SO 6.5
	RM	AP	AR	BK	BR	DD	FA	GL	GN	IN	JO	OD	OW	PA	PO	SO	

R = Application on top requires application on side.
S = Application requires side application and has no predefined functions within EIS
O = Application on top optionally writes data to application on side.
Blank = No interface.
1 = To utilize kitting feature, SO is required.
2 = EIS has no predefined functions for this application.

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